EVERYBODY'S LETTER-WRITER

EVERYBODY'S LETTER-WRITER

CONTAINING COPIOUS EXAMPLES OF LETTERS AND CORRESPONDENCE FOR PERSONS OF EVERY RANK AND STATION OF LIFE.

COMPILED AND EDITED BY

H. M. G. B.A.

Thoroughly Revised and Considerably Enlarged

BY

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EVERYBODY'S LETTER-WRITER.

GENERAL INTRODUCTION.

The following rules and suggestions will be found useful:—

Style.—The style of a letter should be governed by its contents, and the relations of the parties between whom it passes. A business letter should be short and precise; an official letter grave and ceremonious; a private letter easy and conversational. The subordinate, writing to his superior, adopts a tone quite different from that of the superior writing to his subordinate. In short, every class of letters has its own style. We may, however, say that as a general rule the language of a letter holds an intermediate place between the ease of spoken language and the formality of the essay. The unrestrained looseness of the former, and the studied correctness of the latter, would be alike inappropriate in correspondence. The style of a letter should be free, easy and natural. Write as you speak; write what comes uppermost; let your letters *talk*, and they cannot fail to be life-like and interesting.

On this subjeet a celebrated writer remarks:—

"Much of the merit and the agreeableness of epistolary writing will depend on its introducing us into some acquaintance with the writer. There, if anywhere, we look for the man, not

for the author. Its first and fundamental requisite is, to be natural and simple; for, a stiff and laboured manner is as bad in a letter as it is in conversation. This does not banish sprightliness and wit. These are graceful in letters, just as they are in conversation,—when they flow easily, and without being studied, when employed so as to season, not to cloy. One who, either in conversation or in letters, affects to shine and to sparkle always, will not please long. The style of letters should not be too highly polished. It ought to be neat and correct, but no more. All nicety about words betrays study. The best letters are commonly such as the authors have written with most facility. What the heart or the imagination dictates, always flows readily; but where there is no subject to warm or interest these, constraint appears; and hence, those letters of mere compliment, congratulation, or affected condolence, which have cost the authors most labour in composing, and which, for that reason, they perhaps consider as their master-pieces, never fail of being the most disagreeable and insipid to readers.

Paper.—This should be white or cream, and of good quality. Blue paper, and paper of inferior quality is permissible for business correspondence *only*. It is a mistake to use poor paper for writing letters, for the money saved thereby is trifling.

Ink.—Black ink is the best. It should be of good quality. Letters are often written with ink which, when dry, scarcely leaves any trace on the paper—a practice which cannot be too severely condemned.

Pen.—Use a sharp-pointed steel pen, such as one marked G, rather than a thick-pointed one, such as a J pen. Writing is often spoiled for the want of a good pen. When the writing is done, wipe the nib. Never keep it wet, or leave it in the ink, or it will soon rust and became worthless.

Penmanship.—Avoid scribbling or bad penmanship under all circumstances. Write legibly always, even when addressing your most intimate friends. More than half the pleasure your friend might have had in reading your letter will be destroyed if he is puzzled to make out the words. In business letters illegibility may lead to serious mistakes and misunderstandings. Let nothing serve as an excuse; if your pen is bad, get another; if the ink is too thick or too thin, change it. And do not make bad matters worse by putting idle excuses at the end of your letter, such as—"Please excuse this scrawl; I was in such a hurry," or "My pen is so bad, I can hardly write," etc. Be careful about the smaller details of good penmanship; always dot your *i's* and cross your *t's*. Failure in this may sometimes completely alter the meaning of a sentence; as, for example, if you do not cross the *t* in *seat*, it may be read as *seal*; if you do not dot the *i* in *toil*, it may be read as *toll*; an undotted *i* before another short downstroke may be mistaken for a *u*, or for the first part of a *w*; etc. A saintly French clergyman, Pastor Oberlin, was so scrupulous that he believed it displeasing to God to write a word, or even a single letter, without due care. "He held it to be his duty to give to each letter of the alphabet its due honour." Be careful about *punctuation*, throughout the body of the letter, as well as in the address and date.

Erasures.—If a word is wrongly written, it should not be erased or scratched out, and the correct word written in its place. This would give the letter an ugly look, as the ink with which the correct word is written

would run. The best thing to do in such a case is to strike through the wrong word, and write the correction above it.

Space.—There should be space between words and lines, and a sufficient space before a new paragraph. Leave a margin of about half an inch on the left side of your paper.

Orthography.—Great attention should be paid to spelling. Words containing double letters often puzzle the writer as to their correct spelling. Faulty spelling always creates a bad impression in the mind of the reader; it may cause the rejection of an applicant for a post, who in all other respects, is well qualified. To avoid mistakes in spelling, a dictionary should always be at hand for consultation, and should be referred to whenever there is the least doubt about spelling. When the letter is finished, go over what you have written, to see that no error has been committed. Avoid dividing words at the end of a line, as far as possible. If it is absolutely necessary to divide a word, divide it according to its syllables. Never divide a syllable or a proper name at the end of a line, or crowd the letters of a word there. If the proper name consists of two words or more, it is allowable to divide it; but the initial *Mr.* or *Babu* should not be written in one line and the name in the next. Thus it is correct to write Mr. Charles | Smith, or Babu Ram | Chunder Bose; but not Mr. | Charles Smith, nor Babu | Ram Chunder Bose.

Grammar.—In subscribing, never write *your's.* The apostrophe must never be used in the words *ours, yours, hers, its* and *theirs.*

Before your signature write *yours sincerely*, *sincerely yours*, or *your sincere friend*, *&c*. Never write, as some do, *your sincerely*, or *yours sincere friend*.

Care should be taken in using the expression "*and oblige*" to conclude the body of a letter. It governs the signature in the objective case, and therefore must not be followed by *I remain*, *&c*. Again, as *oblige* is either in the Imperative or in the Infinitive mood, it should follow a verb in the same mood. Thus it is wrong to write "I shall *be* highly thankful, *and oblige &c.*," though it is perfectly correct to say, '*Send* the book, *and oblige* yours sincerely, &c." or, "I hope you will send the book by return of post, and so greatly oblige yours sincerely, &c."

Punctuation.—Place a comma after the address of the writer, after the day of the month, after salutation, and after every line, except the last one, of the subscription and superscription. Use a full stop after the date, the signature, the name of the addressee in the letter, and the last line on the cover.

Form of the letter.—The following will give a correct idea of the general form of a letter :—

(A)

5, Taltollah Street,
PATNA,
5th August, 1892.

(B)

DEAR SIR,

(C)

I HAVE just received your letter. I will carry out your wishes without delay.

(D)

I remain,

DEAR SIR,

Yours obediently,

CHANDRA MOHAN GOSWAMI.

(E)

BABU NILMONY CHAKRAVARTI.

(F)

Stamp

BABU NILMONY CHAKRAVARTI,

46, Shibnarain Dass's Lane,

CALCUTTA.

Parts of a letter.—A letter has thus six parts: (A) the Place and Date; (B) the Salutation; (C) the Body of the letter; (D) the Subscription; (E) the Name of the addressee; (F) the Superscription.

(A) Place and Date. Place.—In all ordinary letters the place is usually written on the top right hand corner. In official letters it is given in most cases before the Salutation, and sometimes immediately below the number of a letter. In letters written in the third person (such as invitation cards, &c.), in petitions, memorials, &c., and also in short informal notes, it is placed at the bottom of the letter, on the left-hand side of the signature. In official letters, it is preceded by the word *Dated* (with or without a comma), and is followed by a comma. In giving the full address of the writer, the number of

the house and the name of the street are written on the first line, the name of the town or village on the second, and the Date on the third line. The two latter are also combined in one line.

Date.—In letters other than official, the Date should be written on the second or the third line, the first line or the first two lines containing the Place. In official correspondence the Place and the Date occupy the same line, the latter following the former. In unimportant letters, and in letters intended to travel a short way, the day of the week is often given in place of the day of the month.

Ordinary forms of dating :—

8th June, 1892.
The 8th June, 1892.
8 June, 1892.
June 8th, 1892.
June 8, 1892.

Official form of dating :—

Dated the 8th June, 1892, or *Dated Calcutta, the 8th June, 1892.*

The definite article, and the comma after the month are optional.

Neither the Place nor the Date should be divided at the end of a line. Thus it is wrong to write—

5, Sham Bazar
Street, Calcutta, May 24th, 1892.

It should be written thus :—

5, Sham Bazar Street,
Calcutta,
May, 24th, 1892.

or

5, Sham Bazar Street, Calcutta,
May 24th, 1892.

Abbreviated forms.—In business letters, endorsements, and short notes the Date is often shortened thus 5-7-92, 5.7.92. or 5/7/92. Here the first figure denotes the day of the month, the second figure denotes the month, and the third figure denotes the year. It is allowable to contract the names of months, as *Novr.* for *November*, *Jany.* for *January*.

(B) **Salutation.** *Obsolete forms.*—Such forms as *Honoured Sir*, *Much Respected Sir*, *&c.*, are now out of use, or are very rarely employed, as when a poor man appeals to a rich man for alms.

Sir.—This is the strictly official form. It is applicable to strangers, tradesmen, customers, superiors, and inferiors.

Dear Sir.—This may be used when writing to a person with whom the writer is acquainted, but not on familiar terms. It is extensively employed by tradesmen to their customers.

My dear Sir.—This implies more familiarity than the preceding.

Dear Mr., *My Dear Mr.*, *Dear Kali Babu*, *My Dear Kali Babu.*—These forms are used in writing to persons with whom we are intimately acquainted.

Dear or *My dear William, Dear* or *My dear Charu.*—If the parties are relations or friends, they can so address each other. The superlative of *Dear* is allowable: as, *Dearest father*, *My dearest son,* &c. Terms of endearment such as *My darling*, *My sweetest*, are strictly confined to very affectionate private correspondence, and are beyond the scope of this book.

Gentlemen, Sirs.—These terms are employed in addressing firms, and such collective bodies as Committees, Boards, Councils, &c. *Dear* may be used before *Sirs*, but never before *Gentlemen.*

Rev. Sir, Rev. and Dear Sir.—These are used in formally addressing a clergyman. In letters not formal, *Sir, Dear Sir, Dear Mr. Thomas, Dear Thomas, &c.*, may be employed according to the degree of acquaintance or intimacy subsisting between the parties.

Salutation of ladies.—*Madam* may be applied to all ladies, from the Queen downwards. The other forms are: *Dear Madam, My dear Madam, Dear Mrs. Smith, My dear Mrs. Smith*, &c. In salutations to unmarried ladies never write *Dear Miss* or *My Dear Miss*, but *Dear Miss Wilson* or *My dear Miss Wilson.* But *Madam, Dear Madam, My dear Madam* should be used, except in cases of intimacy.

Christian name in salutation.—Children, brothers, sisters, cousins, nephews, nieces, and other near relations, also intimate friends and lovers, are addressed by their Christian names. But uncles, aunts, and cousins who belong to an older generation (*e.g.* children of a great-uncle or great-aunt) should be addressed more respect-

fully as *Dear Uncle*, *Dear Aunt*, *Dear cousin Mary*, *Dear uncle John*, etc. Where neither relationship nor friendship exists, the surname should be employed. But servants are addressed by their Christian names.

Addressing by titles.—If the person written to is a professional man, he may be addressed formally as *Sir*, *Dear Sir*, *My Dear Sir*. If there is familiarity or intimacy, it is quite proper to address as follows: *Dear Doctor*, *Dear Colonel*, *My Dear Professor Smith*. It is not, however, correct to address a Lieutenant in the Army by his title, though one holding this rank in the Navy may be so addressed.

For special forms of salutation used when writing to persons of rank, see *Appendix I*.

(C) **Body of the letter.**—This should begin below the last word of the salutation, and about one-third from the top of the page. A letter may consist of a single paragraph, or a number of paragraphs, according as its subject consists of one topic or many. The paragraphs are usually numbered in official letters, and in petitions, memorials, &c. Avoid using such expressions as "in haste" when concluding a letter, and also long sentences, or sentences swollen by parentheses and brackets. The practice of underlining for the sake of emphasis is not commendable. Emphasis can almost always be expressed by the arrangement of the words without the aid of underlining.

Forms of command and request.

(A) I. Forms of command, peremptory :—

1. *You will be good enough to send.*

2. *I will thank you to send.*
3. *Have the goodness to send.*

II. Forms of command, less peremptory :—

1. *Be good enough to send.*
2. *Be so good as to send.*
3. *Be so kind as to send.*
4. *Oblige me by sending.*

III. Polite forms of command :—

1. *I shall be glad if you will send.*
2. *I shall be obliged if you will send.*
3. *I should be glad if you will send.*
4. *I shall be obliged by your sending.*
5. *Please send.*
6. *Kindly send.*

(B) Polite forms of request :—

1. *Will (or would) you kindly send?*
2. *Will (or would) you be kind enough to send?*
3. *Will (or would) you be so kind as to send?*
4. *Will (or would) you have the kindness to send?*
5. *I should be much (or greatly) obliged if you would send.*
6. *I shold esteem it a great favour if you would send.*
7. *I shall be very much obliged if you will send.*
8. *You would greatly oblige me by sending.*
9. *May I trouble you to send.*

Note that in these expressions *should* and *would* are more polite than *shall* and *will.* Note also that *will* and

would in the first person, followed by a term denoting *obligation*, are wholly inadmissible. Thus it is always wrong to say *I will be much obliged*, *I would be very thankful*, *&c.*

(D) **Subscription.**—The forms of Subscription are as many as the forms of Salutation. They depend upon the relative positions of the writer and the person written to.

(I) *Official from* :—

I have the honour to be,
SIR,
Your most obedient servant,
KALI MOHAN GHOSH.

This form is employed by persons writing in their official capacity, by their position superior or inferior to that of the addressee.

(II) *To a superior* :—

I am (or remain),
Sir,
Yours most obediently,
RADHA NATH DE.

This is the form to be employed by the pupil to his teacher, by a subordinate to his superior officer, or by a person asking for any favour from a person in a higher position. For "Yours most obediently," pupils may also write "Your most obedient pupil."

(III) *To a stranger* :—

1. I remain (or beg to remain),
Sir,
Your most obedient servant.

2. Yours faithfully.
3. Yours truly.

The first and the second of these denote the least amount of familiarity, and are the forms employed in business letters. The second is sometimes contracted into *yrs ffly*. But such contractions should be avoided; they are allowable only in mere routine letters as, when sending bills, invoices, etc.

(IV) *To a friend*:—

1. Yours very truly.
2. Yours sincerely.
3. Yours very sincerely.
4. Yours affectionately.
5. Yours most affectionately.
6. Yours ever.
7. Yours always.
8. Ever yours truly, sincerely, &c.

In the foregoing forms [as also in (V) below] the order of words may be changed: as *Affectionately yours*, *Very sincerely yours*, &c.

(V) *To a relative*:—

1. Yours affectionately.
2. Yours most affectionately.
3. Your affectionate brother.
4. Your loving son.
&c. &c. &c.

The last two forms are used by near relatives, and the first by distant ones.

General observations—1. The second line of the subscription should be the same as the salutation. Thus if the salutation is *My dear Sir*, the subscription should also be 'I remain, *My dear Sir*.'

2. The full form of the subscription must be given in all official and formal letters. In other letters the first two lines *I remain, My dear Sir* are optional.

3. In the place of *I am*, or *I remain*, the words *Believe me* or *Believe me to be* may be used.

4. The subscription is sometimes introduced, in letters to friends, by some such expression of good will as *With kind regards*, *Hoping to hear from you soon*, &c. If the addressee be a relation, the ending of the letter is *With much love*, or a like expression.

5. The subscription should begin from the centre of the paper, and should graduall approach the right-hand side, where too many letters must not be crowded.

6. The signature should be either full, as Dina Nath Das, or partial, as D. N. Das. In official letters one form of signature should be adhered to, and the official designation must always be given below.

(E) **Name of addressee.**—In ordinary letters, this is written a little lower than the signature, but on the left-hand side of the paper, with the address below the name. Or the address may be omitted. In official letters, and in letters to tradesmen, Committees, Boards, Councils, as well as in petitions, applications, memorials, addresses, &c., the name of the addressee, or his official designation, or both, should be written before the

Salutation and after the Date. In official letters the preposition 'To' is placed before the official name or designation. In ordinary letters it is dispensed with.

Postscripts.—Postscripts should be as sparingly used as possible. When too often resorted to, they imply carelessness or absence of mind on the part of the writer. Though sometimes allowable in ordinary letters, they should never be used in formal or official letters.

(F) **Superscription.**—In addressing the envelope the name should begin about the middle of it towards the left side, and should gradually appoach the right, so that the name of the town may be close to the bottom right-hand corner. The postage stamp should be put on the front of the envelope at the right upper corner. The upper edge of the envelope is that from which the overlapping part of it is turned down on the back.

To Gentlemen.—In writing the name of a European, either give his full name, or the initials of his Christian name and his surname (in full) followed by the title *Esq.* Thus either write *J. W. Smith, Esq.*, or *James W. Smith, Esq.* or *James William Smith, Esq.* An Indian gentleman may be addressed on the envelope in one of three ways: (1) *Babu Gopal Chandra Mookerjee*, (2) *Babu G. C. Mookerjee*, (3) *G. C. Mookerjee, Esq.* Instead of *Babu* the word *Mr.* is sometimes put before the names of Indian gentlemen. Note that the title Esq. is never used if any other title has been used before the name. Thus it is never correct to write Mr. (or *Babu* or *Dr.*) *S. C. Bose, Esq.*

To Servants.—Servants, and retail shop-keepers are addressed by *Mr.* followed by the surname, as *Mr. Brown.* The initials may be added, as *Mr. J. W. Brown.*

To Clergymen.—Write *Rev.*, or preferably *The Rev.*, followed by the Christian name and surname: as, (1) *Rev.* or *The Rev. J. W. Thomas*; (2) *Rev.* or *The Rev. John William Thomas.* If the Christian names are not known, write *Mr.* in their place, as *Rev.*, or *The Rev. Mr. Thomas.* Never write *Rev. Thomas* or *The Rev. Thomas.* The title *Esq.* must not be added to the name of a clergyman. Doctors of Divinity are sometimes addressed thus: *The Rev. Dr. C. W. Wood.*

Academical degrees.—These may be placed after the name, or if *Esq.* be used, after *Esq.* thus: *Babu Kissori Lal Gossain, M.A., B.L.*, or *Kissori Lal Gossain, Esq., M.A., B.L.*

Honorary titles.—Titles of honour, such as, *C.I.E.*, *K. C. S. I.*, &c, follow the above rule.

The Honourable.—This title is applied to members of Legislative bodies, and Judges of the High Court. It is generally contracted into *The Hon.*, *The Hon'ble.*

Professional titles.—If the addressee holds a title by virtue of his profession, it should be mentioned in the address thus: *Professor P. K. Lahiri, Captaiu F. R. Lecky*, &c. Never write *Lieutenant E. P. Lambert*, but *E. P. Lambert, Esq.*, unless he is a Lieutenant in the *Navy.*

M.D., D.D., LL.D., Ph.D., B.D.—Either these should be placed after the name, *or* the contraction *Dr.* put before it. Do not apply both the title and the contraction

to the same name. If a medical man is an M. D., it is proper to give his title after his name to distinguish him from Asst. Surgeons, who are by courtesy allowed the title *Dr.* before their names.

Personal Distinctions.—These also should be placed on the envelope: as *Maharajah Sir Narendra Krishna, Rai Kedar Nath Chatterjee, Bahadur, &c.*

Messrs.—This should be used in addressing a firm: as *Messrs. Francis, Ramsay & Co.*

c/o.—If the addressee is staying at the house of another person, and is not locally much known, the letters *c/o* a contraction of *care of*, should be written before the name of his host: unless *at* is used (see below), as:—

Babu Hari Charan Rai,
c/o Babu Umesh Chandra Ghosh.

Official designation.—In addressing official persons it is usual to give their designation below their names as:—

E. H. BLAKESLY, ESQ.,
Assistant Commissioner,
JUBBULPORE.

Address—After writing the name of the addressee, in the next line write the number of his house and the name of the street, and on a third line the name of the town or village where he resides. If the village does not contain a post office, then write on a separate line the name of the nearest post office through which the letter is to pass. Thus:—

BABU RAM CHANDRA MAITRA,

Malancha,

SONARPORE P. O.

This last line should be written legibly and in large characters, otherwise the letter may run the chance of going astray. The word *Via* may be put before the name of the post office. If there are more post offices of the same name, then write the name of the District below the postal town, to ensure its correct delivery.

To, At.—*To* begins official superscriptions and is not used in other places. *At* before the name of the place is never used on the cover, unless the addressee is staying at some other person's house, when it may be placed before the name of the house, as :—

MISS SMITH,

At The Beeches,

SIMLA.

CHAPTER I.

OFFICIAL CORRESPONDENCE.

The following rules should be followed :—

1. Every letter, circular, memorandum, endorsement, &c. issued from any department of the public service, must be numbered. The initials of the department are often added to the number.

2. The official designation of the writer should be given after the name, as :—

From G. A. S. BEDFORD, ESQ.,
Deputy Commissioner, Chittagong Hill Tracts.

3. The name of the person written to should not be given, but only his official designation, as :—

TO THE SECRETARY TO THE GOVT. OF BENGAL,
P. W. Department.

If, however, he has no official designation, as in the case of a private individual, then his name should be given, as :—

TO BABU RAM GOPAL SANYAL,
Calcutta.

4. The first paragraph of the letter should refer briefly to the subject-matter of any previous communication.

5. The official designation of the writer should be given below the signature.

6. If the letter is accompanied with enclosures, they should be noted in the margin of the body of the

letter, or below the signature on the left side. Also when previous communications are referred to, their numbers, dates, and departments they are issued from, should be marginally quoted.

I. LETTERS.

An official letter begins with one of the following forms :—

1. I am directed to acknowledge the receipt of your letter No.——, dated———, regarding, requesting, soliciting &c.

2. I have the honour to acknowledge the receipt of your letter No.——, dated————, &c.

3. With reference to your letter, circular, memo, &c., No.——, dated————, &c.

4. In reply to your No.——, dated————, &c.

5. I have the honour to inform you, forward to you, submit for your information, invite your attention to, direct your attention to, &c.

6. In compliance (*or* conformity) with the request contained (*or* conveyed) in your letter No.——, dated ————, I am directed (*or* desired, instructed) to say, inform, state, &c.

7. In continuation of my letter No.——, dated———, I am now to state, inform, express, convey, suggest, &c.

8. I am directed (*or* desired, instructed) to submit for the information of His Excellency, &c.

9. In acknowledging the receipt of your letter, circular, &c., No.——, dated————, furnishing the details of————, I am directed, instructed, &c.

10. I have to request you to be good enough, &c.

11. Pending the receipt of a reply to my letter No.—, dated————, regarding——, I am to acquaint you, have the honour to submit for your information, &c.

12. I am directed to request that you will be good enough to, &c.

13. I have the honour to request the favour of your, &c.

14. I have the honour to report for your information.

15. Pursuant to the instructions contained in your No.———, dated————, I have the honour to state, report, submit, forward, &c.

16. I have the honour to call (or draw) your attention to this office No.———, dated———, regarding——, and to request that &c.

17. In returning the bill for———, the attention of ————is drawn to this office circular No.—, dated ———, &c.

18. In accordance with, agreeably to, your circular No.———, dated————, &c.

19. In suppression (*or* modification) of the orders contained in the—Department No.——, dated———, I am directed, desired, instructed, &c.

20. In forwarding the accompanying, marginally noted, circular, letter, &c., I am desired, instructed, &c.

21. With reference to the correspondence ending with your No.——, dated———, I am to request that, &c.

22. As requested in your No.——, dated————, I have the honour to convey, state, forward, transmit, submit, &c.

SPECIMENS.

I.

No. 1864.

From

W. L. Harvey, Esq., C. S.,

Under-Secretary to the Govt. of Bombay,

General Department.

To

The SECRETARY to the GOVT. of BENGAL,

Marine Department.

Dated Bombay Castle, the 6th June, 1892.

Sir,

In continuation of my telegram of the 4th instant, I am directed to forward herewith, for the information of the Government of Bengal, a copy of a Resolution of this Government, No. 1862 of to-day's date, and of the notification issued thereunder, regarding the enforcement of Quarantine Rules at Aden, Perim, and the Somali Coast against arrivals from Bussorah.

I have the honour to be,

Sir,

Your most obedient servant,

W. L. Harvey,

Under-Secretary to the Government.

Then follow the Resolution and Notification.

2.

No. 2111. J.

Dated Cuttack, the 11th March, 1891.

From

C. F. Worsley, Esq.,

Commissioner of the Orissa Division.

To

The CHIEF SECRETARY to the GOVERNMENT of BENGAL.

Sir,

With reference to your No. 103 J., dated 9th January 1891, and enclosure, I have the honour to report that on enquiring from the Collectors in this Division, it has been ascertained that no imitations of gold mohurs or any other coins are manufactured in the division.

I have the honour to be,
Sir,
Your most obedient servant,
C. F. Worsley,
Commissioner, Orissa Division.

3.

No. 42.

Dated Allahabad, the 16th January 1874.

From

J. Reid, Esq.,

Secretary to the Govt. of North-Western Provinces and Oudh.

To

The SECRETARY to the GOVT. of INDIA, Home Department.

Sir,

I have the honour to forward, for the considera-

tion and orders of His Excellency the Governor-General in Council, the papers noted in the margin, concerning the resignation by the Honourable Sir Robert Stuart, Kt., of his office of Chief Justice of High Court of Judicature or the North-Western Provinces.

1.—Letter from the Honourable Sir R. Stuart, Kt., to His Honour the Lieutenant-Governor, dated 12th January 1884.
2.—Report by the Accountant-General on the title of Sir R. Stuart to a pension.

2. The Lieutenant-Governor and the Chief Commissioner recommend that the resignation be accepted, and that, with the permission of His Excellency the Governor-General in Council, the necessary orders may be used for the grant of a pension of £1,500 per annum to Sir Robert Stuart from the date on which his resignation takes effect.

I have the honour to be,
Sir,
Your most obedient servant,
J. R. Reid,
Secy. to the Govt., N. W. P. & Oudh.

4.

No. 228. T—M.

Dated Darjeeling, the 3rd June 1882.

From

Colman Macaulay, Esq.,
Secretary to the Govt. of Bengal,
Financial Department.

To

The SECRETARY to the GOVT. of INDIA,
Home Department.

Sir,

I am directed to acknowledge the receipt of

your letter No. 712, dated 29th ultimo, in which it is stated that the Government of India have under consideration the early amendment of the Petroleum Act VIII, of 1881, and reports are called for from this Government on the question of a test applicable to this country.

2. In reply I am to say that the orders conveyed in your letter are being acted upon, and that a report will be submitted as soon as possible. Meanwhile I am driected to submit for the consideration of the Government of India, the accompanying letter,* from Messrs. Schroder, Schmidt & Co., Calcutta, on the subject, and to say that it seems to the Lieutenant Governor that, from the point of view which the firm take of the case, the Government would not be justified in changing the law without sufficient notice being given to those who during the past years have been conducting their operations under the strict requirements of Act VIII of 1881. Four native firms concerned in the same trade have made similar representations.

* Dated the 30th May 1882.

I have the honour to be,

SIR,

Your most obedient servant,

COLMAN MACAULAY,

Secretary to the Govt. of Bengal,

FINANCIAL DEPARTMENT.

5.

No. 1489.

Dated Bombay, the 30th September, 1887.

From

C. E. G. Crawford, Esq.,

Registrar, High Court, Bombay,

Appellate Side.

To

The SECY. to the GOVT. of BOMBAY,

Judicial Department.

Sir,

I am directed to forward the enclosed copy of a Minute recorded by the Honourable Mr. Justice West which has been concurred in by the Honourable the Chief Justice, the Honourable Mr. Justice Nanabhai Haridas, and the Honourable Mr. Justice Birdwood, on the subject of legislation being necessary for the purpose of reducing penalties provided by Section 156 of the Army Act, 44 and 45 Vic., Chap. 58, and for defining the equivalents of the fines prescribed in terms of English money.

I have, &c.,

6.

No. 47 S.

Dated Simla, the 5th June, 1889.

From

C. L. Tupper, Esq.,

Secretary to the Government of the Punjab.

To

The SECRETARY to the GOVT. of INDIA,

Home Department.

Sir,

With reference to your letter No. 175, dated

the 15th March 1889, I directed to submit, for the information of the Government of India, a copy of rules sanctioned by the Lieutenant-Governor in amendment of the ticket-of-leaves rules.

I have, &c.,

7.

No. 7523.

From

THE INSPECTOR-GENERAL OF POLICE.

To

THE CHIEF SECRETARY TO THE GOVT. OF BENGAL.

Dated Calcutta, the 18th June 1899.

SIR,

WITH reference to Government Order No. 2571J., dated the 5th June 1899, I have the honour to state that no case has been brought to notice in Bengal in which the existing rules regarding bird-shot and bulletes have led to abuse. In my opinion the suggestion put forward of declaring bird-shot and bullets, when possessed in quantities above a certain weight, to be military stores will meet the difficulty represented, and will cause no practical inconvenience.

I have, &c.,

8.

No.——, dated————

From————

To——

SIR,

IN reply to your No.——, of the 15th instant, forwarding No.——of the 25th July 1892, from the Legal

Remembrancer to the Secretary to the Government of Bengal, Revenue Department, I have the honour to submit that the proposed rule is unobjectionable.

2. With reference to the proposal made in para 2 of Mr. Temple's letter, I am of opinion that it will be harmless, but inoperative.

I have, &c.,

9.

No——, dated————

From

THE SUB-DIVISIONAL OFFICER.

To

THE DISTRICT SUPERINTENDENT OF POLICE.

SIR,

I HAVE the honour to forward herewith, in the original, the statement made before me on solemn affirmation by one Tincori Tewari, and request that you will be good enough to cause an inquiry to be made into the matter by a responsible officer, and submit a report to me as early as possible.

I refer the matter to you as the complaint is against some of your subordinates.

I have, &c.,

10.

From

THE DISTRICT SUPERINTENDENT OF POLICE.

To

THE SUB-DIVISIONAL OFFICER.

Dated————

SIR,

I HAVE the honour, with reference to your No.——, dated———, to forward herewith the Assistant Superin-

tendent's report of inquiry into the alleged case under section 363, Indian Penal Code,' and to inform you that no case under that section can stand, as there is not sufficient evidence to show that the complainant is the guardian. The Inspector has been called upon to explain why he delayed taking action on the receipt of the complainant's information.

I have, &c.,

11.

From

BABU———.

To

THE SUB-DIVISIONAL OFFICER.

Dated———.

I HAVE the honour to inform you that I am ready to place at your disposal the sum of Rs. 2,000 for relieving distress in your sub-division caused by the recent earthquake.

I desire that the money be applied first, to relieving helpless orphans; secondly, to providing homeless widows with temporary accommodation; and thirdly, to repairing and rebuilding the houses of those that have not the means to do this.

I have, &c.,

12.

No.——, dated———.

From

THE UNDER-SECRETARY TO THE GOVT. OF INDIA.

To

MR. ——.

SIR,

In returning your memorial, I am directed to inform you that the Government of India decline altogether to

pay any attention to a memorial couched in such impertinent terms. I am to add that if you wish the matter to be considered by the Government, you will be pleased to alter the tone of your letter, and submit it through the proper channel.

I have, &c.,

13.

No.——, dated———.

From

THE UNDER-SECRETARY TO THE GOVT. OF INDIA.

To

THE UNDER-SECRETARY TO THE GOVT. OF THE PUNJAB.

SIR,

IN forwarding the accompanying petition I am directed by the Government of India to request that you will be good enough to inform the petitioner in reply to his petition that his request is inadmissible and cannot be complied with.

I have, &c.,

14.

No.——, dated———.

From

———————

To

THE MANAGER,

———————

SIR,

IN acknowledging the receipt of your letter, dated ———, I am directed to inform you that your bill will

be paid on presentation to the Accountant-General of Bengal. I am to add that although the Government of India do not wish to enter into any dispute on the point, some of the items charged for in the bill appear to be rather heavily priced.

I have, &c.,

15.

From

BABU———————.

To

HIS EXCELLENCY THE VICEROY.

Dated Calcutta, the 1st June 1900.

MY LORD,

I HAVE the honour to present to your Excellency three copies of my work on the Hindu Law of Inheritance.

Should the book find favour with your Excellency, may I hope that your Excellency would be so gracious as to extend your patronage to it, and to request the Local Governments to do the same?

I have the honour to remain,

MY LORD,

Your Excellency's most obedient

and humble servant,

16.

From

THE PRIVATE SECRETARY TO THE VICEROY.

To

BABU———————.

Dated Simla, the 15th June 1900.

SIR,

I am directed by His Excellency the Viceroy to

acknowledge the receipt of your book, and to inform you that the Government of India will take ten copies of it for their own use. You will please understand that it rests with Local Governments to take copies if they wish to do so for their own officers. The Government of India cannot be expected to make arrangements to meet the needs of all the Local Governments and Administrations. If you desire their patronage, you should apply to them direct.

I have, &c.,

17.

No.———, dated————.

From

THE HOME SECRETARY.

To

THE CHIEF SECRETARY, GOVT. OF BENGAL.

SIR,

WITH reference to the petition for pardon submitted by————at present lying condemned in the Presidency Jail, I am directed to state that the petitioner may be informed by the Local Government that his prayer for pardon has been laid before the Governor-General in Council, but that they see no reason to doubt the propriety of the sentence.

I have, &c.,

18.

No.—— —, dated———.

From

C. R. MARRIOT, ESQ., C. S.,

Offg. Secretary to the Board of Revenue, L. P.

To

THE COMMISSIONER OF THE ORISSA DIVISION.

SIR,

I AM directed to request that you will be good enough to favour the Board with an expression of your opinion as to whether *Bakshis* should be required to furnish securities.

2. It appears the *Bakshis* are not specifically mentioned in the rules on page 58 of the Revenue Officer's Manual, though rule 2 seems to include them.

I have, &c.

19.

No,———, dated———.

From

B. DE, ESQ., C. S.,

Collector, Balasore.

To

THE COMMISSIONER OF THE ORISSA DIVISION

SIR,

WITH reference to your No.———of the 14th instant, I have the honour to state that it appears to me that *Bakshis* should be required to furnish security bonds. They have furnished security bonds in this district for Rs. 250 each.

I have, &c.,

20.

No.———, dated———.

From

THE COLLECTOR OF CUTTACK.

To

THE COMMISSIONER OF THE ORISSA DIVISION.

SIR,

WITH reference to your Memo. No. 2616R, dated 14th December 1897, forwarding copy of Board's No.—, dated 30th November last, I have the honour to state that in my opinion *Bakshis* should be required to furnish security.

21.

From

THE SUB-DIVISIONAL OFFICER, BARASET.

To

THE MAGISTRATE AND COLLECTOR, 24-PARGANAS.

Dated————.

SIR,

I have the honour to request the favour of your granting me permission to leave Baraset during the Christmas holidays.

I have, &c.,

22.

No.———, dated———.

From

————————

To

————————

SIR,

I have the honour to report for your information that prisoner Ram Das has escaped from Police Custody here.

I have, &c.,

23.

No.——, dated———.

From

THE OFFG. COLLECTOR, CUTTACK.

To

THE COMMISSIONER OF THE ORISSA DIVISION.

SIR,

WITH reference to your letter No. 2602 R., dated the 15th instant, I have the honour to state, that none of the survey instruments mentioned therein are needed, as we can get all that may be required from the Settlement Office here.

I have, &c.,

24.

No.———, dated———.

From

THE SUB-INSPECTOR OF POLICE.

To

THE DISTRICT SUPERINTENDENT OF POLICE.

SIR,

I have the honour to report for your information that some of the chowkidars of my thana do not regularly report the births and deaths which occur within their beats. This leads to the submission of false returns.

2. The names of the Chowkidars in fault are given below. I recommend that they be fined a half month's pay for their remissness.

3. May I be allowed to remark that, unless serious notice is taken of their conduct, the returns of vital statistics will continue to be unreliable.

I have, &c.,

25.

No. 401, dated the 28th March 1899.

From

THE COLLECTOR OF 24-PARGANAS.

To

THE COMMISSIONER OF THE PRESIDENCY DIVISION.

SIR,

I have the honour to submit the report called for in your Circular Memo. No. 205 R. L., dated the 17th March 1899, on the subject of the fee to be levied for transfers in town khas mahals. As to the existing practice, the only khas mahal in this district is the Diamond Harbour Government Estate. There the tenants are not admitted to have a right of transfer, and consequently no transfer fees are levied, although as a matter of fact such transfers do take place from time to time. It appears to me that a suitable fee to levy would be 10 per cent. on the rent, with a minimum fee of eight annas and a maximum of Rs. 5.

26.

No———, dated———.

From

THE SECRETARY TO THE BOARD OF REVENUE.

To

THE COMMISSIONER OF THE——— DIVISION.

SIR,

I AM directed to invite your attention to the Board's letter No.———, (dated———, in which you were requested to make experiments, in some treasuries and

sub-treasuries in your division, in interleaving sheets of adhesive stamps with flimsy paper, with a view to preventing them from sticking together in wet weather, and to enquire when the Board may expect the results reported to them.

27.

No.———, dated ———.

From

THE COLLECTOR OF———DISTRICT.

To

THE COMMISSIONER OF THE——— DIVISION.

SIR,

WITH reference to your Memo. No.———, dated ———, forwarding a copy of the Board's letter No. ———, dated————, regarding the use of flimsy paper with adhesive stamps, I have the honour, in the absence of the Collector on tour to inform you that the papers are being used both at the Sadar and the Subdivisional offices of this district, and the experiment has been found successful here and at both the subdivisions.

28.

No.———, dated———.

From

THE SUB-INSPECTOR OF POLICE.

To

THE MAGISTRATE OF———DISTRICT.

SIR,

I HAVE to honour to report for your information that a suspected case of bubonic plague has occurred in village———, near the police-station in my charge.

2. The patient, Kurmi by caste, has been suffering from high fever attended with glandular swelling, and has travelled all the way from Bombay, escaping detection at the different inspecting stations of the railway.

Awaiting your orders,

I have, &c.,

No.——, dated——.

From

C. W. BOLTON, ESQ., C.S.I.,
CHIEF SECRETARY TO THE GOVERNMENT OF BENGAL.

To

THE COMMISSIONER OF THE—— DIVISION.

SIR.

I AM directed to request that you will submit as soon as possible for the information of the Government of India, a full report on the recent earthquake, giving details of the injury done in the several districts of your division.

30.

No.——, dated

From

THE DEPUTY COMMISSIONER OF ANGUL.

To

THE COMMISSIONER OF THE ORISSA DIVISION.

SIR,

In reply to your Memo. No.——, dated——, and its enclosure, I beg to refer you to my No.——, dated——, to which I have nothing to add beyond

the fact that, though the earthquake I reported having experienced at headquarters was felt more or less all over the Angul estate, no injury or damage was caused thereby anywhere.

Mr. Lloyd has demi-officially informed me that the shock was felt also in the Khondmals, but very slightly, and that no damage occured there.

31.

No.———, dated———.

From

THE COLLECTOR OF CUTTACK.

To

THE COMMISSIONER OF THE ORISSA DIVISION.

SIR,

IN continuation of this office No.———, of the 21st instant, I have the honour to inform you that I now learn that the roof of the lock-up at Jaipur has been cracked along the ridge by the late earthquake. This has been reported by the Executive Engineer. It can only have been a slight injury, for it escaped the notice of the Sub-divisional officer.

32.

No.———, dated———.

From

THE UNDER-SECRETARY TO THE GOVERNMENT OF BENGAL, JUDICIAL DEPARTMENT.

To

THE COMMISSIONER OF THE——— DIVISION

SIR,

BABU CHANDRANATH GHOSH, Deputy Magistrate, having addsessed a letter to this Government in which he

proposes to undertake the publication of a revised edition of his hand-book of the Circular Orders and Notifications of Government, if Government will purchase a sufficient number of copies of the work, I am directed to request that you will be so good as to favour the Lieutenant-Governor with a report showing whether the volumes of the hand-book which have already been supplied to District Officers have been found so useful as to make it desirable to extend the patronage of Government to a new edition of the work brought up to date.

33.

No ——, dated——.

From

THE DEPUTY COLLECTOR IN CHARGE.

To

THE COMMISSIONER OF THE——
DIVISION

SIR,

IN reference to Government No.——, dated——, forwarded with your Memo. No.——, dated——, I have the honour to state that the hand-book therein referred to has been found to be useful.

34.

From

THE INSPECTOR OF POLICE——.

To

THE DISTRICT SUPERINTENDENT OF
POLICE——.

Dated————

SIR,

I HAVE the honour to report that a mail-robbery took place on the high way from Bankipore to Keagole,

on the night of the 20th instant. On receipt of information I proceeded to the spot on the following morning and found the mail bag lying by the side of the road in a ditch. The mail-runner cannot be found. I will report further particulars later on.

35.

From

THE SAME.

To

THE SAME.

Dated———

SIR,

IN continuation of my previous report, I beg to report that up to this day no trace of the perpetrators of the mail-robbery has been found. The police are zealously bestirring themselves in the matter, and I have promised a reward of Rs. 50 for the successful capture of the delinquents. I trust the latter proposal will meet with your approval.

36.

From

THE DISTRICT SUPDT. OF POLICE———.

To

THE INSPECTOR OF POLICE———.

Dated———

SIR,

I AM writing to the higher authorities to sanction a reward of Rs. 100 in the mail-robbery case reported by you.

37.

From

THE INSPECTOR OF POLICE———.

To

THE DISTRICT SUPDT. OF POLICE———.

Dated———

SIR,

REFERRING to the mail-robbery case, I beg to intimate that the police have ultimately succeeded in tracing the perpetrators of the mail-robbery. It appears that the *ahirs* who live in the neighbouring villages made a determined attack on the mail-runner, gave him a good beating, abstracted the contents of the mail-bag, and made off with them. I have discovered some of the stolen property in the houses of 8 *ahirs*. I am sending the 8 accused persons whom I have arrested for their statements to be recorded. The Sub-Inspector of———has acted very energetically in this case.

———

38.

From

THE SAME.

To

THE SAME.

Dated———

SIR,

I BEG to inform you that the accused persons in the mail-robbery case have been committed to the court of sessions.

———

39.

From

THE SAME.

To

THE SAME.

Dated———

SIR,

I BEG to intimate that the accused persons in the mail-robbery case have been convicted by the sessions court (the Judge and Jury both agreeing), and sentenced to 7 years' rigorous imprisonment each.

40.

From

THE SUB-INSPECTOR OF POLICE———.

To

THE DISTRICT SUPDT. OF POLICE———.

Dated———.

SIR,

I HAVE the honour to report that on receipt of an information lodged by Ram Kissen, village chowkidar of Sripur, that there was a likelihood of a breach of the peace there, I went to the village, but found no unlawful assembly, nor any agricultural operations going on in the fields. On my asking for an explanation from the chowkidar as to why he gave false information, he stated that when he left for the police-station, he saw about 200 men armed with *lathis* and swords on both sides, but that they must have gone off, seeing that he was going to a superior police officer. I do not accept the explanation offered by the chowkidar, and solicit your opinion before recommending his prosecution for giving false information.

41.

No.————dated————.

From

THE SECRETARY TO THE GOVT. OF INDIA,

Home Department.

To

THE SECRETARY TO THE GOVT. OF BENGAL,

Judicial, Political, and Appointment Department.

SIR,

IN continuation of Home Department Resolution No.——, dated———, on the subject of the release of a certain number of criminals confined in the jails of the Lower Provinces, on the occasion of Her Majesty the Queen-Empress's Jubilee, I am directed to request that, with the permission of His Honour the Lieutenant-Governor, you will be good enough to report for the information of the Government of India, after an interval of three months, whether any increase of crime has taken place in the province, which can be connected with the measure.

42.

No.———, dated————.

From

THE INSPECTOR-GENERAL OF POLICE, L. P.

To

THE CHIEF SECRETARY TO THE GOVT. OF BENGAL.

SIR,

IN reply to your No ———of the 7th March, with enclosure from the Govt. of India, I have the honour to say that the reports received from the different districts do not show any increase of crime which can be connected with the release of convicts on the occasion of the Jubilee. As was to be expected, a few of the men

released have been re-convicted, and some have not returned home, but the returns of crime exibit no more than the usual fluctuations. The times are good, and it is evident that the bulk of the men released have been quietly absorbed without any injury to the interests of the community at large.

EDUCATIONAL.

43.

No. 2106.

From

THE INSPECTOR OF SCHOOLS,

Western Circle.

To

THE SECRETARY TO THE———SCHOOL.

Dated Chinsurah, the 2nd August, 1884.

SIR,

WITH reference to your No. 3, dated the 18th ultimo, I have the honour to state that I do not clearly see why the Managers of the———school have asked for a Government grant. It appears from the report of the Deputy-Inspector of Schools, Hooghly, that the average expenditure of your school including house-rent is Rs. 260 a month, and that the receipts, *viz.*, Rs. 10 from the municipal grant, Rs. 35 from Subscription, and Rs. 215 from fee collections, amount to an equal sum. I beg accordingly to enquire to what purpose the Government grant, if obtained, will be applied.

I have, &c.,

BRAHMA MOHUN MULLICK,

Inspector of Schools.

Western Circle.

44.

No 3247.

From

THE INSPECTOR OF SCHOOLS,
Western Circle.

To

THE SUB-DIVISIONAL OFFICER,
SERAMPORE.

Dated Chinsurah, the 28th August, 1884.

SIR,

With reference to your No 972 dated the 26th instant, I have the honour to state that statistics regarding the income of the new school established at——have been furnished by the Secretary, but I have as yet received no application for a Grant-in-aid for the school. As soon as it is received, it will be forwarded to the Director of Public Instruction for orders. I must state, however, that in my opinion the school should be removed to——. There is another High English School at——, and I am afraid there will be constant friction if the two Schools are placed, as they now have been, so close to one another.

I have, &c.,

45.

No. 256.

From

F. W. DUKE, ESQ., C. S,
Sub-Divisional Officer,
SERAMPORE.

To

THE SECRETARY TO THE——————
Dated, 21st March, 1889.

Sir,

With reference to your letter of the 13th February last, I have the honour to request you to be so

good as to acknowledge the receipt of the sum of Rs. 284-7-6 being the amount of the subscription together with interest thereon from the Postal Savings Bank of——— which was made over to you by the Post Master on an authority given by me.

I have, &c.,

46.

From

THE HEAD MASTER,

——————.

To

THE REGISTRAR,

Calcutta University.

Dated the 26th October, 1891.

Sir,

I UNDERSTAND that two boys named ——————————and——————————, who failed at the Text Examination of this Schoal, held in December, 1890, and were in consequence not permitted to go up for the Entrance Examination of 1891, got themselves admitted into some school in Calcutta, and were allowed by the authorities of that school to present themselves at the Entrance Examination held in February, 1891. The name of the erring school has not been disclosed to me; but I am confident that if you take up the subject, and order an enquiry, the offence will be brought home to the guilty party.

I need scarcely add that if malpractices of the kind referred to be not brought to light, and adequately punished, we shall find it difficult to be strict in sending up candidates for the Entrance Examination.

I have, &c.,

47.

[REPLY TO THE ABOVE.]

No. 1705.

From

THE REGISTRAR,

Calcutta University.

To

THE HEAD MASTER,

——————

Senate House, the 31st October, 1891.

SIR,

IN reply to your letter of the 26th instant I have the honour to state that the two boys named by you came from the P. Gopinathpur School. This school has already been struck off the list of schools recognized by the University as qualified to send up candidates to the Entrance Examination, and it is therefore unnecessary to take any further action in the matter.

I have, &c.,
A. M. NASH,
Registrar.

48.

From

THE HEAD MASTER,

——————

To

THE REGISTRAR,

Calcutta University.

Dated the 23rd December, 1891.

SIR,

I have the honour to send herewith seven forms of application of candidates for the Entrance

examination of 1892, selected from this Institution, together with Rs. 70, being their admission fees for the said examination.

I have, &c.,
Head Master.

PARTICULARS OF PAYMENT.

Six Ten Rupees Notes and Rs. 10 cash, *viz* :—

V
1. — 94413.
5

U
2. — 63623.
99

U
3. — 42997.
56

U
4. — 19312
82

U
5. — 86419.
94

U
6. — 03568.
73

49.

No. 4965.

From

THE OFFICIATING DIRECTOR OF PUBLIC INSTRUCTION,
Bengal.

To

THE HEAD MASTER,

————————.

Calcutta, the 7th July, 1892.

SIR,

WITH reference to your letter No. 6, dated the 1st July, I have the honour to state that drawing has not

yet been made a compulsory subject for candidates for Junior scholarships.

I have the honour to be,

SIR,

Your most obedient servant,

AMBICA CHURN BOSE,

Personal Assistant,

for *Director of Public Instruction.*

MUNICIPAL.

50.

No. 390.

From

F. W. DUKE, ESQ.,

Sub-Divisional Officer,

To

THE CHAIRMAN OF THE

————————*Municipality.*

Dated the 7th April, 1888.

SIR,

I SHALL be glad if you will inform me by return of post of the number of pupils in the High English School, and the number of those who are residents in the Municipality and of those who come from elsewhere.

2. I also request to be informed of the amount contributed by the Municipality and by Government towards the above school.

I have, &c.,

51.

No. 1109.

From

THE CHAIRMAN,

——————*Municipality.*

To

THE HONORARY SECRETARY,

——————*Institution.*

Dated, 11th March, 1891.

SIR,

I HAVE the honour to request that you will be good enough to furnish me at the close of the financial year with the following information about your school, as this information will be embodied in the Administration Report of this Municipality 1890-91.

No. of pupils on the rolls at the close of the year. } —. Daily average attendance. } —.

I have, &c.,

52.

From

THE SECRETARY,

——————

To

THE VICE-CHAIRMAN,

——————*Municipality.*

Dated——, *26th August, 1891.*

SIR,

I HAVE the honour to request the favour of your passing for payment the Municipal Grant-in-aid Bills

of this School for the months of April, May, June, July, and August, (Rs. 150), in anticipation of the Budget being sanctioned by the Commissioner. In case the Budget be not sanctioned, I shall be bound to return the whole or any part of the amount as you may require.

I have, &c.,

53.

From

THE HEAD MASTER,

————*Institution.*

To

THE COMMISSIONER, S.M.

Dated the 18th September, 1891.

GENTLEMEN,

THE————Institution was removed from ————to————on the 26th August last. Owing to the insufficiency of accommodation, however, we have temporarily located the school in two houses, pending the completion of three more rooms now under construction. It is expected that the additional building will be completed during the Pooja Vacation. Under these circumstances we request the favour of your exempting us from the Latrine Tax of the other house where a few of the classes are held.

I have, &c.,

II.—OFFICE MEMORANDA.

THESE differ from letters in being written in the third person, and contain either some request or some remark. To save time every office has its own form which is filled up by a clerk, and then the signature is put to it by the Head of the Office or his Assistant. This signature sometimes appears in print on the Memo. The utility of

Memoranda is that much time is saved by their employment instead of giving replies in the full official form.

SPECIMENS OF MEMORANDA.

54.

PUBLIC INSTRUCTION No. 47.

Memo. No. 3005.

From

THE INSPECTOR OF SCHOOLS,
Western Circle.

To

THE HEAD MASTER,
————————*Institution.*

Dated Hughli, the 19th November, 1891.

HE will be good enough to state *by return of post* up to what date ———— ————read in the——————Institution, and the date on which the boy left the school.

BENIMADHAB DE,
Assistant-Inspector of Schools,
BURDWAN DIVISION.

55.

Calcutta University.

MEMO.

THE Undersigned has the honour to request that an estimate of the number of candidates from the———— likely to appear at the next University Examination may be sent in before the 1st August 1891. Unless this information is obtained by the date fixed, no exact estimate can be made of the number of examination papers required.

SENATE HOUSE : A. M. NASH,
Calcutta, *Registrar.*
The 23rd June, 1891.

56.

Memo. No. 3084.

FROM

THE INSPECTOR OF SCHOOLS,
Western Circle.

To

BABU———

Dated Hughli, the 30th November 1891.

Refers to his letter dated the 28th November, 1891.

THIS office has no objection to his proposal, provided the subject be noted at the top of the column under which marks are to be entered.

BRAHMA MOHAN MULLICK,
Inspector of Schools,
WESTERN CIRCLE.

57.

OFFICE MEMO.

No. 606 C.

Dated Fort William, the 29th February, 1888.

THE undersigned is direct to forward, for consideration in the Home Department, a copy of the correspondence noted in the margin, relating to the penalties imposed by section 156, Army Act, 1881, in connection with the purchase of soldiers' regimental necessaries, equipments &c., and a suggestion by the High Court of

1. From Government of Bombay, J. D., No. 5966, dated 10th October, 1887.
2. To Adjutant-General in India, No. 8126, dated 19th November, 1887.
3. From Adjutant-General in India, No. 5454 D, dated 14th December, 1887. To Government of Bombay, J. D., No. 605 C, dated 26th February, 1888.

Bombay that fresh legislation is necessary, similar to Act VII of 1867, providing for the reduction of the penalties.

E. H. H. COLLEN, *Colonel*,
Secretary to the Govt. of India,
Military Department.

TO THE HOME DEPARTMENT.

58.

Memo. No. 3054.

From

THE INSPECTOR OF SCHOOLS,
Western Circle.

To

THE SECRETARY,
———————*School*.

Dated Chinsurah, the 10th August, 1884.

Refers to his No. 4, dated 12-8-84.

IN the circumstances now represented the undersigned will be prepared to take into consideration the application for a grant-in-aid for the————English School as soon as it is removed from————to————.

BRAHMA MOHAN MULLICK,
Inspector of Schools,
WESTERN CIRCLE.

59.

Memo. No. 63.

From

THE INSPECTOR OF SCHOOLS,
Western Circle.

To

THE HEAD MASTER,
———————*School*.

Dated Hughli, the 29th January, 1892.

Refers to his Post Card, Dated 16. 1. 92.
[REPLY.]

HE is requested to state the nature of the misconduct for which the name of————has been struck off the rolls.

BRAHMA MOHAN MULLICK,
Inspector of Schools,
W. CIRCLE.

60.

From

THE INSPECTOR-GENERAL OF EDUCATION,
Central Provinces.

To

————,
————,
Calcutta.

Dated 11—2—81.
Received his letter of 27. 1. 81.

SCHOLARSHIPS granted to out-students in the Central Provinces are tenable at the Jabalpur High School and College, and are not tenable elsewhere.

KRISHNAJI BABAL,
Head Clerk,
for *Inspector-General of Education,*
CENTRAL PROVINCES.

61.
Memo. No. 2016.

From

THE INSPECTOR OF SCHOOLS,
R. & B. Circle.

To

THE SECRETARY,
Serampur Union Institution.

Chinsura, the 26th April / 27th May 1896.

REFERS to the list of expenses incurred on account of the special grant of Rs. 100.

The Secretary is informed that the special grant of Rs. 100 was allowed on the supposition that an expenditure of Rs. 200 was needed, as stated by the Secretary in his No. 41 dated the *19th* September, 1895.

C. A. Martin,
Inspector of Schools,
R. & B. Circle.

62.
Reminder.
No. 68.

From
The Inspector of Schools,
Western Circle,
The HEAD MASTER,
————————*School.*

Dated Hughli, 9th September, 1890.

Begs to invite his immediate attention to this Office Cir. No. 44 (A), dated 8th August 1890, on the subject noted in the margin*, and requests that the information may be supplied as early as practicable.

* 'Requesting to state when the session of his school will commence.

Brahma Mohan Mullick,
Inspector of Schools, Western Circle.

63
No. 2284.

From
The Inspector of Schools,
R. & B. Circle.
To
The SECRETARY, HIGH SCHOOL,
————————.

The 6th June, 1896.

Has the honour to invite his attention for

* Requesting to submit an application for the renewal of grant.

the first time to this office letter No. 1675, dated 17th April, 1896 on the subject noted in the margin.*

The favour of an early reply is requested.

By order,
BENI MADHAB SIRKAR,
Offg., Hd. Clerk, Inspector of Schools,
R. &. B. CIRCLE.

III.—ENDORSEMENT.

THIS is a short form of communication used in forwarding, submitting or returning an official letter. Circular, Resolution, &c., or extracts therefrom, or copies thereof, from an official chief, to any other person, private or official, the same being written in the third person, and bearing the signature of a subordinate *by order* of his chief.

SPECIMENS.

64.

C.
No.—
5

FORWARDED to the Head Master of the H. E. School at————with the request that he will pay particular attention to the last footnote to the form.

By order,
D. N. SIRKAR,
Head Clerk,
Inspector of Schools,
Western Circle.

HUGHLI,
The 29th January, 1892.

65.

No.———

RETURNED to the petitioner with the intimation that any representation that he may wish to make to the Governor-General in Council must be submitted through the local Government.

By order,

HOME DEPARTMENT.
Dated——————. ———————
Under Secy. to the Govt. of India.

IV.—CIRCULAR.

THIS is a document, often printed, which contains some order, information or request, copies of which are addressed to various persons having a common interest. It may be written in the 1st or 3rd person.

SPECIMENS.

66.

Circular No. 92.

From

THE INSPECTOR OF SCHOOLS,
Western Circle.

To

THE HEAD MASTER,
———————.

Dated Hughli, the 17th December, 1890.

HE is requested to be so good as to report as early as practicable whether any of the middle vernacular scholars or time-expired middle vernacular scholars, reading in his school, are willing to stand as candidates for the Bonomali Scholarship, of the value of Rs. 4 a month, tenable for 2

years, in the Utterpara Collegiate School. No one need apply who is not studying either in the 1st or 2nd class of his schools.

BRAHMA MOHAN MULLICK,
Inspector of Schools,
WESTERN CIRCLE.

67.
Circular No. 108.

To

BABU————

IN sending, in a separate cover by post, 2 copies of descriptive rolls of candidates, it is requested that he will enter marks obtained by them in one of the copies and send it back to this office, keeping the other copy himself.

DATED HUGHLI,
The 16th November 1891.

BRAHMA MOHAN MULLICK,
Inspector of Schools,
WESTERN CIRCLE.

68.
CALCUTTA UNIVERSITY.
Circular.

SIR,

I HAVE the honour to request that, when you forward applications and fees of candidates for admission to the University Examinations, you will send with them a covering letter stating the particulars of each payment, Cash, Money Orders, Currency Notes, &c., and that you will give the numbers of all Currency Notes forwarded by you.

I also request that you will be good enough to direct the attention of candidates to the necessity of signing their names in the application as distinctly and legibly as possible.

I have the honour to be,
SIR,
Your most obedient servant,
A. M. NASH,
Officiating Registrar.

SENATE HOUSE,
The 3rd October 1890.

69.

OFFICE MEMO.

A BOY—————————going by——————— the name of——————————son of——————————— of village Bolpur, Rayna. Burdwan district, obtained a certificate No. 188 of the *3rd* class from the Burdwan Municipal School, dated the 9th March 1893, upon which was written :—" One thing should be noticed here, that the boy was not only not promoted to the 2nd class, but during the last annual examination has been expelled from the examination hall for using unfair means."

This boy produced what is evidently a forged certificate, since it is printed differently from the genuine certificates of the Burdwan Municipal School, and is acknowledged by the head-master to differ in certain points in the signature from his own genuine signature. This certificate $\frac{\text{dated the}}{1893}$ (*sic*) (the e being upside down) stated that————belonged to the 2nd class of the

Burdwan Municipal School, and upon the strength thereof he obtained admission into the 2nd class of the Rayna High School in 1894.

Altogether the boy———, both for using unfair means at an examination, and further for producing a certificate which is clearly not genuine, has proved himself to be quite unfitted for the companionship of school-boys. He shall not, therefore, be admitted into any school in the receipt of public (Government, District Board, or Municipal) money.

C. A. MARTIN,
Inspector of Schools,
RAJSHAHI AND BURDWAN CIRCLE.

70.

Circular No. 70.

Copy forwarded to the head-masters of all high schools in the Burdwan Division for information. The purport of this circular should be made known to the students of high schools.

CHINSURAH, *The 25th April 1895.*

C. A. MARTIN,
Inspector of Schools,
RAJSHAHI AND BURDWAN CIRCLE.

71.

Circular No. 101.

Dated Chinsurah, the *25th August*, 1894.

From

C. A. MARTIN, ESQ., LL. D.,
Inspector of Schools,
RAJSHAHI AND BURDWAN CIRCLE.

To

The Assistant Inspector of Schools, Rajshahi and Burdwan Division, and the Deputy Inspectors of Schools (with spare copies for Sub-Inspectors).

I FIND while on my tours that very frequently the circumstances under which grants-in-aid are sanctioned are not fully understood, and in some cases a servant, for instance, though employed, is not shown in the accounts on the ground that such charge is not mentioned in the memorandum sanctioning the grant.

I write now to ask you to have it fully explained in all grant-in-aid schools that certain charges are not mentioned in this memorandum, because the grant to the school is not in any way affected by their payment. The charges in consideration of which a grant is allowed are instructive staff, and prize and library charges (see Form A of the forms attached to the Local Self-Government Rules). Now, though this is so, yet it is essential that *all* charges actually incurred by a school should be shown in Form B (and of course in the cash account book), and consequently in the table of disbursements we find sidings for servants and contingencies : to these sidings should be added, in manuscript, sidings for prizes and library.

The column headed "I—Monthly charges specified" &c., will contain only the figures as specified in the

memorandum, or as sanctioned subsequently under orders from competent authority. In the column headed II will generally be repeated (modification may arise in cases of absence) the figures just now referred to, together with such other charges as may be fixed by the local management; and in the column headed III will appear all payments actually made *in the month* to which the accounts relate.

I very often find that a fixed sum sanctioned by the committee for contingencies is entered month after month as actually paid in the column headed III. This looks very suspicious. In each month details of contingent expenditure should be shown in the margin. Again, I almost invariably find the allowances for prizes and library entered as actually paid month by month. This is evidently inaccurate. The fact is each school should keep a small book of a few pages (or a few pages should be reserved for the purpose in the cash account book) in which to keep accounts of the prize fund and the library fund; and in the margin of the form should be entered "transferred to prize fund" and "transferred to library fund" as the case may be. At present I very often notice in a school that one rupee a month is sanctioned for the library, and this amount is regularly entered as expended month by month; but when I come to a school I cannot ascertain what has been done with the money: it is sometimes "in the Secretary's keeping," or "some books have been lately bought," or other vague statements of the kind are made. Unbusinesslike practices such as these should at once cease.

Circular No. 71.

COPY forwarded to the Head Master of the H. E. School at————for information and guidance.

CHINSURA, *The 14th April 1896.*

C. A. MARTIN, *Inspector of Schools.* RAJSHAHI AND BURDWAN CIRCLE.

72.

Circular No. 7.

FORWARDED to the Head Master of————School with the request that he will fill up the form and send it back to this office as soon as practicable. His attention is particularly drawn to the last footnote to the form.

HUGHLI, *The 26th January 1891.*

BENIMADHAB DE, for the *Inspector of Schools.* WESTERN CIRCLE.

73.

Circular No. 138.

From

SIR ALFRED CROFT, K.C.I.E., *Director of Public Instruction, Bengal,*

To

ALL INSPECTOR OF SCHOOLS.

Dated Calcutta, the 14th December, 1895.

SIR,

I HAVE the honour to state that objections have been raised to the practice by which, in some Circles, Inspectors of Schools have forwarded, to all high schools under private management within their area of

inspection, the lists of text-books prescribed for use in the various classes of the Government high schools under their control. The lists have been forwarded to the former schools for information merely, and with the intimation that they are in no way bound by them, but are at liberty to select any text-books included in the authorised list. It has been objected, however, to this practice that schools under private management are influenced to a greater or less extent in the choice of books by the issue of these lists, that the selection therefore is not perfectly free, that the authors and publishers of other approved text-books are prejudiced thereby, and consequently that the practice is opposed to the spirit of the standing orders on the subject.

2. I am disposed to attach weight to these representations; and I request accordingly that the list of books prescribed for Government high schools, may not in future be circulated to aided and unaided high schools, but that the latter be informed that the Circle Inspector will be ready to give them any advice they may require in the choice of text-books, on an application being made to him.

I have the honour to be,

SIR,

Your most obedient servant,

A. CROFT,

Director of Public Instruction, Bengal.

V.—NOTIFICATION.

Definition.—A *Notification* is the act of giving official notice or information to the public, or to individuals, by words, by writing, or by other means.

SPECIMENS.

74.

NOTIFICATION.

No. 227 T. M.—*The 3rd June, 1892.*—It is hereby notified that, under section 27 of the Bengal Municipal Act III of 1884, the Lieutenant-Governor is pleased to appoint Babu Nirmal Chandra Banerjee to be a Commissioner of the North Barrackpur Municipality, in the District of the 24-Parganas, *vice* Babu Kedar Nath Banerjee deceased.

H. H. RISLEY,
Offg. Secy. to the Govt. of Bengal.

75.

NOTIFICATION.

No. 1951 L. R.—*The 26th May, 1892.*—Mr. C. G. H. Allen, Assistant Settlement Officer, Chittagong, is allowed privilege leave, under Article 291 of the Civil Service Regulations, for three months, with effect from the 24th April, 1892.

C. E. BUCKLAND,
Secretary to the Govt. of Bengal.

76.

NOTIFICATION.

It is hereby notified for general information that no transfer certificate, issued by a high school which is not recognised by the Calcutta University, will be accepted for the purposes of the transfer rules for those schools, unless countersigned by an Inspector of Schools. The

list of recognised schools is given on pages 319—326 of the Calcutta University Calender for 1895.

DARJEELING, } A. CROFT,
The 28th April 1895. } *Director of Public Instruction.*

CIRCULAR No. 85.

COPY forwarded to the Head Masters of all Zilla and High English Schools in the Rajshahi and Burdwan Circle for information and guidance.

CHINSURA, } C. A. MARTIN,
The 8th May 1895. } *Inspector of Schools.*
RAJSHAHI AND BURDWAN CIRCLE.

VI.—DECLARATION.

Definition.—The term *Declaration* means the act of proclaiming or announcing publicly some intention of the Government, generally for the purpose of acquiring land.

SPECIMEN.

77.

DECLARATION.

No. 1444 M.—*The 16th May, 1895.*—Whereas it appears to the Lieutenant-Governor of Bengal that land is required to be taken up by the Government at the expense of the Brahmanbaria Municipality for a public purpose, *viz.*, for the construction of a Municipal Latrine, in the village of Brahmanbaria, pargana Shatara Khandal, zilla Tippera, it is hereby declared that for the above purpose a piece of land measuring, more or less, 2 bighas 4 cattahs

and 1 chitak of standard measurement, is required. The boundaries of the land are follows :—On the North, road and drain; on tha West, road and drain; on the East, Bharat Chandra's land, drain and Lalmohun Doctor's house; and on the south, Kashi Chandra Chakarvarti's land. This declaration is made, under the provisions of Section 6 of Act X of 1870, to all whom it may concern.

H. H. RISLEY,

Offg. Secy. to the Govt. of Bengal.

VII.—RESOLUTION.

Definition.—*A Resolution* is a commuication intended to declare formally the views or intentions of Government in respect of certain matters; or which lays down what line of action should be adopted in the disposal of a certain class of cases. A resolution has generally three parts :—(1) Introduction, in which the chief papers bearing on the subject are read; (2) The Resolution itself, on the intention of the Government based upon a review of the opinions received, the papers cited, or the circumstances requiring its interference; (3) The order in which the names are mentioned of parties to whom the Resolution is to be forwarded for information and guidance.

SPECIMEN.

78.

DISTRICT ROAD FUND.

No. 3084 R. C.

GOVERMMENT OF BENGAL, P. W. DEPARTMENT,

ROAD CESS.

Dated Calcutta, the 17th June, 1892.

RESOLUTION.

READ—

Letter from the Accountant-General, Bengal, No. 261 L. P., dated the 6th June, 1892, submitting an abstract of receipts and expenditure of the several District Road Committees in Bengal, for the quarter ending 31st March, 1892.

RESOLUTION.—The Lieutenant-Governor directs that the accounts of the receipts and expenditure of the several District Road Committees in Bengal for the 4th Quarter of the year 1891-92 be published in the *Calcutta Gazette*, and circulated to the officers concerned.

ORDER—Ordered that a copy of this Resolution, together with a copy of the abstract of receipts and expenditure, be published in the supplement to the *Calcutta Gazette*.

ORDERED also that a copy of this resolution and of the abstract referred to, be forwarded to the Commissioners of the Rajshahi, Bhagalpur, Chittagong, and Chota Nagpur Divisions, to the Superintending Engineers of the Northern and Western Circles, to the Inspector of Works Eastern Circle, and to the Financial Department of this Government for information.

By order of the Lieutenant-Governor of Bengal.

W. B. GWYTHER,

Under-Secy. to the Govt. of Bengal.

VIII.—DESPATCH.

Definition.—A *Despatch* is a communication between the Secretary of State and the Governor-General-in-Council, or the Governors in Council of Madras and Bombay.

SPECIMEN.

No. 79.

GOVERNMENT OF MADRAS.

TO THE RIGHT HON'BLE THE EARL OF KIMBERLEY,
Her Majesty's Secretary of State for India,
Dated Madras, 9th January, 1883.

MY LORD,

We have the honour to submit a memorial from the Madras Trades Association, pointing out the difficulties which the importer of silver plate into England has to encounter.

2. We believe that these difficulties have not been in any degree exaggerated, and we trust that Her Majesty's Government will consider whether their removal is not possible. As matters stand at present, the English market is closed to plate of Indian manufacture, and thus one of those industries for which there is in this Presidency undoubted aptitude, and which it is our special desire to foster, is greatly discouraged.

We have tho honour to be,
My Lord,
Your Lordship's most obedient humble servants,

IX.—DEMI-OFFICIAL LETTER.

Definition.—A *Demi-Official letter* is a communication written by an official to another person, official or otherwise; in the form of a private letter, in connection with a communication officially received.

SPECIMEN.

80.

CHINSURAH,
1st April, 1892.

MY DEAR SIR,

I shall let you know everything in connection with your application for grant-in-aid as soon as I pay my respects to the Inspector of Schools on his return from Orissa.

It is needless for me to repeat that your report is an indispensable necessity to me.

Yours sincerely,
SRIPATI BANERJI,
Deputy-Inspector of Schools,
HOOGHLY.

Post Cards.—These follow the same rules as short, unofficial letters. They should of course not contain anything of a private nature. In one respect they differ from a letter, viz. they do not *require* any salutation (*Dear Sir*, or *Dear Mr.*—) at the head; and the subscription need be no more than the writer's name, or even his initials only, if the addressee is certain to know from whom the post card comes. For Example :—

Chinsurah,
10. 3. 09.

Your letter to hand. I shall be in Calcutta on 27th. inst., and will call at your office.

JOHN M. SMITH,
or J. M. S.

———

X.—PETITIONS AND MEMORIALS.

Definition.—A *petition* is a written request made to a sovereign, legislature, or any other person having power to grant such a request. A *memorial* is a written representation of facts brought to the notice of a legislature or any other body, individual or collective, having the power to take action with reference thereto.

SPECIMENS.

81.

To

THE HONOURABLE THE COMMONS
OF GREAT BRITAIN AND IRELAND
IN PARLIAMENT ASSEMBLED.

The humble petition of the undersigned inhabitants of Bally, situated in the District of Hughly in the Presidency of Bengal, East Indies.

RESPECTFULLY SHEWETH :—That your humble Petitioners are loyal subjects of Her Imperial Majesty, who believe that they are entitled to a voice in the administration of their own country.

That while they are heavily taxed, they are debarred from any real representation on the Councils which impose the taxes and dispose of the proceeds thereof.

That in your humble petitioners' opinion this is neither just, nor in accordance with the gracious declarations of Her Majesty the Queen-Empress, or with the wishes of your most Honourable House, or of the people of Great Britain and Ireland generally.

Your Petitioners therefore humbly pray that your Honourable House will be pleased so to order, that one-half the Members of the Councils aforesaid shall henceforth be elected, as their representatives, by all British subjects in India, qualified to exercise the franchise, and in that behalf your Petitioners further humbly pray that your Honourable House will be pleased to pass into Law the Bill for the amendment of the Law relating to the India Council, introduced into your Honourable House by the Honourable Member for Northampton, which provides for this essential reform in justice to the claims of the people of India, and in full accordance with the views and wishes of your undersigned humble petitioners.

And your Petitioners, as in duty bound, will ever pray.

Dated————————

82.

Dated Benares, the 14th July, 1879.

TO THE RIGHT HONOURABLE

THE GOVERNOR-GENERAL OF INDIA.

The humble Memorial of Durga Prosad, resident of the city of Benares.

RESPECTFULLY SHEWETH:—That your Lordship's humble Memorialist addressed a petition to your Excellency under date the 3rd March, 1878, praying for the unconditional pardon of his father, Gunesh Pooree, a convict in the Straits Settlements.

2. That the petition in question was disallowed under orders (No. 985) issued from the Home Department on the 30th July, 1878.

3. That your humble Memorialist in again venturing to address your Lordship on the same subject does so in the earnest expectation that on the present occasion his prayer will not be refused.

4. That in placing this solicitation before your Lordship, your humble Memorialist would respectfully submit that his father, Gunesh Pooree, is almost *septuagenarian* now, and considerably debilitated not only by age but also by *asthma*—a malady which is as persistent in its adherence to the system it attacks as it is distressing in its nature.

5. That the assertion of your Lordship's Memorialist in respect to his father's age will be borne out by the latter's personal appearance, as depicted in the accompanying photograph, which your Memorialist humbly submits for your Lordship's inspection.

6. That the age and infirmities of your Memorialist's father offer but little prospect of his continuing for very long in the world; and as the best portion of his life has been spent in exile, it will be an act of graceful consideration to permit him to pass the few remaining years of his existence in the bosom of his family and in his native land.

7. That your Memorialist's aged mother, whose earthly happiness was completely shattered by the calamity that befell her husband, my father, was, for a short time, cheered by the prospect of being, by the clemency of the Government, re-united in the sunset of her life, to the unfortunate partner of her youth, but all her hopes were dashed to the ground when she became acquainted with

the verdict contained in the Government Order above quoted.

8. That your Memorialist does now, as a filial duty which he owes to both his parents, fervently implore your Lordship to have pity on their respective conditions, and to grant an unconditional pardon to his father; who, your Memorialist earnestly assures your Lordship, will not only be grateful for the consideration, but at the same time so regulate his conduct as to be beyond the reach of censure.

9. That if the boon sought is graciously granted, your Lordship's humble Memorialist, as in duty bound, will ever pray.

XI.—ADDRESS.

Definition.—An *Address* is a written speech presented to an individual, in his presence, or by post, read to him or taken as read, and conveys an expression of welcome, thanks, congratulation, or prayer, or some of these combined, the occasion being the arrival or departure of that individual.

SPECIMEN.

83.

FAREWELL ADDRESS TO LORD RIPON.

MAY IT PLEASE YOUR EXCELLENCY—

We, the native inhabitants of Madras, beg leave to approach Your Excellency, on the eve of your departure from India, with a brief expression of your feelings and sentiments on the occasion. It is a source of deep regret to us that Your Excellency's Indian career, which seems as if it began but yesterday, has already come to a

close. That great career you accepted from no personal objects. With all the resources of affluence and high social position, any amount of ease and comfort and political distinction was within your reach in your native land. But you felt the ambition of noble souls, the ambition of doing good to your fellow-men to as high a degree and to as large an extent as possible. You left your country at great self-sacrifice, came to this distant region, and devoted yourself, heart and soul, to the duties and responsibilities of the Indian Viceroyalty—the most exalted and the most trying office which could ever be entrusted to any subject of Her Majesty.

Shortly after Your Excellency's arrival in India, your benevolent resolution was tried by a dangerous attack of fever. After severe and prolonged suffering, you happily emerged safe from the illness, only to enter upon your arduous work in a spirit of undaunted perseverance. That work Your Excellency has performed during four years and a half, in a manner which has won for you the lively gratitude of three hundred millions of people whose home India has been from time immemorial. Your name is now a household word through the length and breadth of the land. You are everywhere sincerely loved, admired, and revered; and will be long remembered for the conscientiousness of your statemanship, the purity of your justice, and the breadth of your benevolence. You leave this vast Empire in a decidedly better condition than when you took charge of it. You brought to a close a costly and unprofitable war in the North-west. You accelerated the recovery of the land from the dire effects of famine and scarcity. You

managed the finances with prudence and moderation. You promoted the interests of agriculture and manufacture which must ever be the main sources of national wealth. You broke the fetters which had been placed on a portion of the press. You have taken measures for the extension of popular education with due regard to the interests of higher education. You have met in a liberal spirit the aspirations of educated natives in respect of higher employments in the public service. You have markedly recognized the justice and policy of assigning to local bodies a larger share in the management of local affairs. Above all you have inspired the vast population of India with the confidence that their interests are far better protected and promoted under the wings of the British Government than they could possibly be under any other on the face of the earth.

This brief outline of what Your Excellency has accomplished embraces much. India would be fortunate indeed if as much could be said of each Viceroyalty at its close. Our grateful sense of the benefits we have received at your hands is all the keener, because we are fully aware of the difficulties you have had to face, and of the anxieties you have had to endure in the course of your beneficent work. When your Excellency returns home, you will no doubt meet the gracious Sovereign whom you have served so faithfully and well; and Her Majesty is sure to make kind enquiries after India. Tell her we beg you, that the millions of her subjects here bless her for the large and unprecedented measure of peace, security, and contentment which they enjoy. Tell her that she has no subjects more loyal and more attach-

ed to the Throne of England than the people of this Empire. We feel that we cannot send through Your Excellency's kind medium a more appropriate token of our loyal attachment than this message of ours to our beloved Empress, who has graciously and nobly proclaimed to the people of India—"In their prosperity will be our strength, in their contentment our security, and in their gratitude our best reward."

It now remains for us respectfully to bid you and Lady Ripon farewell. The good wishes of the population of India will always be with you both.

CHAPTER II.

BUSINESS CORRESPONDENCE.

Definition.—By *Business Correspondence* is meant letters on business or commerce between a tradesman and his customer.

The following hints will be found useful.

1. Business letters should be brief, and contain nothing that does not pertain to the business in hand.

2. They should be written legibly, especially the signature, and should always contain the date and the *full* address of the writer.

3. If there are several subjects of communication they must not run on in the same paragraph, but a fresh paragraph must deal with a separate subject.

4. Every letter received should be preserved, and copies be kept of the more important letters despatched.

5. Before despatch, every letter should be re-read to detect errors of commission and omission.

6. These letters should, if possible, be answered at once. As a rule business letters brook no delay.

7. All orders should be distinctly written, each in a separate line, and there should be no ambiguity as to the language used, or the quantity of goods required.

8. Particulars of any moneys enclosed in a letter should be carefully detailed, whether the payment be in cash, drafts, cheques, post-office orders, or postage stamps. This is necessary to ensure precision and to detect theft if attempted.

9. In addressing firms, their names and addresses should be given above the body of the letter and before the salutation.

10. The expressions mostly used in subscription are *yours faithfully* or *yours truly*. The official form, *I have the honour to be &c.*, is also sometimes used, as well as the forms, *yours respectfully*, *yours obediently &c.* If the parties are intimately acquainted, then *yours sincerely* will do.

11. The printed name of the firm addressed should be given at the top on the left hand side.

SPECIMENS.

ORDERS.

84.

Address————————,
Date————————.

MESSRS. GROSSMAN & CO.,
Calcutta.

DEAR SIRS,

I shall feel obliged by your sending me the following goods at your earliest convenience.

Yours faithfully,
KALI DAS SEN.

85.

Address————————,
Date————————.

MESSRS.————————.

DEAR SIRS,

I shall feel obliged by your forwarding me the undermentioned goods as early as possible. The prices and numbers are as quoted in your catalogue.

29 Yards of Brussel's Carpet (No. 23) @ 5-2 per yard.
62 Yards of Kidderminster ditto (No. 49) @ 3-5 per yard.
21. Yards of Cocoanut Matting (No. 67) @ 1-4 per yard.
30½ Yards of Drugget (No. 38) @ 2-6 per yard.
431 Yards of India Matting @ 1-2 per yard.

Yours faithfully,

————————

86.

HUGHLI,
3rd July, 1891.

MESSRS. S. K. LAHIRI & CO.

DEAR SIRS,

Have the goodness to send the following books per V. P. P. and oblige.

Yours faithfully,
SHIB CHANDRA BOSE.

87.

BURDWAN,
9th June, 1890.

MESSRS. THACKER, SPINK & CO.

DEAR SIRS,

Kindly send me the following books at your early convenience. I enclose a money order for Rs. 10 which I hope will cover their price and postage.

Yours faithfully,
HARICHARAN SOOR.

88.

BANKOORA,
21st May, 1890.

MESSRS. T. E. THOMPSON & Co.

DEAR SIRS,

I shall be much obliged if you will send me the articles mentioned on the accompanying list, and enter the same to my account.

W. E. JONES.

89.

DEAR SIRS,

On the other side I have pleasure in handing you a small order from Messrs. Morgan and Co., Chelsea to which please give your best attention. As to prices you will require to use your own discretion.

So soon as the goods are ready, I will send you packing and shipping instructions.

Yours truly,

N. B.—Ladies in sending orders often use the third person in preference to the first person :—

90.

Mrs. Thomson will be obliged if Messrs. Stanley & Co. will send her by V. P. P. the articles mentioned on the accompanying list.

Address—————,

Date—————.

REMITTANCE OF MONEY.

91.

Address————————,
Date——————.

Messrs.——————

DEAR SIRS,

We have instructed Messrs.——————— & Co. to pay you on application Rs. 500, balancing a/c* to date, as per memo. enclosed.

We shall be obliged by your forwarding a receipt in due course.

Yours faithfully,
A. B & Co.

*That is, *account*.

92.

Address————————,
Date——————.

MESSRS.——————

DEAR SIRS,

We beg herewith to hand you a P. O. O. for Rs. 100 in payment of your account less 5%† discount, for which please send us a receipt, and oblige,

Yours faithfully,
————————.

†That is, 5 *per cent*.

93.

Address————————,
Date——————.

MESSRS.——————

DEAR SIRS,

The Goods as advised in your note of the ————* have come to hand.

*Here insert date, *inst.* or *ult.* as the case may be.

I enclose a P. O. O. for the amount, Rs. 15, as. 12, which please acknowledge.

Yours faithfully,
A. B. C.

94.

Address ————,
Date————.

A. B. Esq.,
Calcutta.

Dear Sir,

Enclosed please find a Bankers' Order, Messrs.——— & Co , Calcutta, value seventy five Rupees, seven annas and eight pies, less Rs. 2-7, as advised 18th June, and discount, in accordance with your statement.

An acknowledgment per return will oblige,

Yours faithfully,
————————.

95.

Address————,
Date————.

Messrs.————

Dear Sirs,

Enclosed please find draft demand on the Chartered Mercantile Bank for £ 10 : 9 : 6 ; in payment of your last a/c. Please acknowledge receipt.

Yours faithfully,
————————.

96.

Address————————,
Date————————.

DEAR SIR,

I am sorry that, at present, it is very inconvenient for me to remit the amount of your claim, Rs. 700, and would feel obliged if you would draw on me for payment at 6 months' date.

I shall be quite willing to accept a bill for a sum exceeding the above amount by say Rs.————, that you may not lose by discounting.

Hoping this will suit you,

I remain,
Yours faithfully,
————————,

A. B. BOSE ESQ.,
Calcutta.

ENQUIRY.

97.

PATNA,
11th April, 1888.

MESSRS. THACKER SPINK & CO.

DEAR SIRS,

Will you kindly let me know what is the price of Wilson's Sanscrit-English Dictionary, and whether you have got it in stock?

Yours &c.,
MADHUSUDAN MISRA.

98.

JABALPUR,
17th August, 1894.

MESSRS. J. B. MASON & CO.

DEAR SIRS,

I WANT to purchase a house in Calcutta, furnished or unfurnished, at about Rs. 20,000. The locality should be Harrison Road or thereabouts, and the south side of the house must not be blocked, but should face a street or an open space. Will you kindly let me know whether such a house is for sale, and if not, whether a suitable site can be purchased in the same street. I shall be pleased to pay you the usual commission in the matter.

Yours faithfully,
CHARU CHANDRA BANERJEE.

COMPLAINT.

99.

22nd November, 1890.
DACCA,

THE MANAGER,
GREAT EASTERN HOTEL.

SIR,

I am in receipt of your favour of the 21st inst., enclosing my account to date. From this I see that you have charged me for 1000 cigars which I have not had. I ordered them, but they were evidently overlooked by your assistants. Please let me have a corrected account.

Yours faithfully,
J. W. MISERS.

100.

Address——————,
Date——————.

MESSRS.——————

DEAR SIRS,

As the articles you have sent me do not tally with your invoice, and differ materially from my order, I beg to return them, and to request that you will send me goods as ordered. The extra packing and postage will naturally be at your cost.

Yours faithfully,

——————

101.

Address——————,
Date——————.

MESSRS.——————,

GENTLEMEN,

As most of the items mentioned in your bill appear to me to be rather heavily priced, I return it herewith, and must ask you to be good enough to send me a fresh bill, calculating a shilling as equivalent to ten annas, according to your latest Price List.

Yours, &c.,

——————

102.

Address——————,
Date——————.

MESSRS.——————.

GENTLEMEN,

I SENT you an order for books more than a month ago, but I am sorry to see that you have neither

executed my order nor acknowledged it. I send you herewith a duplicate order. If I do not hear from you this time, I shall be obliged to deal with some other firm.

Your faithfully,

——————.

ACKNOWLEDGMENT.

103.

Address——————,
Date——————.

MESSRS.——————
GENTLEMEN,

WE beg to acknowledge receipt of your favour of the 5th inst., advising us that Messrs.———& Co. have been instructed to pay us on application Rs.——, in discharge of your account to date; and, with best thanks.

We remain,
Your obedient servants,

——————.

104.

CALCUTTA,
5th June, 1889.

DEAR SIR,

WE beg to acknowledge with thanks receipt of your favour of the 2nd inst., enclosing a Cheque for Rupees two hundred and fifty-seven, in payment of your

account. We enclose your bill duly receipted. Soliciting your further orders.

We remain,
DEAR SIR,
Yours faithfully,
B. K. DASS & Co.

BABU KALI NATH DE.
Jessore.

105.

S. K. LAHIRI & Co.,
56, College Street,
CALCUTTA.

CALCUTTA.
6th January, 1890.

DEAR SIR,

WE beg to acknowledge with thanks the receipt of your favour of the 7th inst., enclosing a Money Order for Rupees forty-nine, annas twelve, in payment of your account, which we return herewith duly receipted.

We remain,
DEAR SIR,
Your obedient servants,
S. K. LAHIRI & Co.

BABU HARI NATH CHOWDHURY,
Patna.

106.

CALCUTTA.
18th July, 1890.

SIR,

WE beg to acknowledge receipt of your favour of the 16th instant, ordering half a dozen panta-

loons, two dozen stockings, one dozen shirts, four tight coats, and two long coats. We have despatched the goods by V. P. P., and trust that you will find them to your liking.

Hoping for a continuance of your patronage.

We remain,
Sir,
Your obedient servants,
MULLICK BROTHERS & Co.

BABU BHOLA NATH GHOSH,
Midnapore.

SOLICITING ORDER.

107.

Address——————,
Date——————.

SIR,

I take the liberty of informing you that I have commenced business here as an Order Supplier, and General Agent.

In soliciting your support, I beg to assure you that all orders entrused to me will be promptly attended to, and I shall spare no exertion to meet with your approbation in the execution of your orders.

I remain,
Sir,
Your most obedient servant.
K. C. BISWAS.

BABU A. K. DASS,
Bhawanipore.

108.

Address———————,
Date———————.

To

BABU————————,
Dacca.

SIR,

WE have the honour to inform you that we have commenced business here, and beg that we may be favoured with your patronage.

Our vast experience in trade, extending over 30 years emboldens us to assure you that you will never have any occasion to regret your transactions with us.

We remain,
SIR,
Your most obedient servants.

109.

Address———————,
Date———————.

To

BABU JAGADIS MOOKERJEE, B A.,
Barisal.

SIR,

WE take leave to inform you that we have opened a book-shop for the sale of general and University text-books, both wholesale and retail. We have laid in a large stock, and are receiving fresh supplies by every mail. We forward you herewith our price list, where you will find that our terms compare favourably with

those of the most respectable booksellers in Calcutta. A trial order is earnesly solicited.

We are, Sir,
Yours faithfully,
————————& Co.

PARTNERSHIP.

110.

Address—————————,
Date———————.

MESSRS.—————————

Dear Sir,

WE beg to inform you that Babu————————— retired from our firm on March 5th. The business will henceforth be carried on by the remaining partners, but there will be no change in the name of the firm. Trusting that we may receive a continuance of your support.

We remain,
GENTLEMEN,
Yours faithfully,
BOSE BROTHERS & Co.

111.

Address—————————,
Date———————.

To

BABU—————————

Dinapore.

DEAR SIR,

IT is with very great regret that we have to inform you of the death of Babu—————————for so many years an esteemed partner in this firm.

The business will be continued by the surviving partners as before. We hope that you will continue to favour us with your patronage. On our part we assure you that it shall be our constant endeavour to render you every satisfaction in the execution of your orders.

Yours faithfully,
————& Co.

112.

Address————,
Date————.

Messrs.————

Dear Sirs,

We beg to inform you that our partnership with Babu————has been dissolved, but our firm retains its name. Henceforth all accounts will be settled by the undersigned, who will not be responsible for any debts that may from this date be incurred by the said Babu.

Yours faithfully,
A. C. Soor & Co.

INABILITY TO SUPPLY.

113.

Address————,
Date————.

Babu Sarat Chandra Bose,
Chinsurah.

Dear Sir,

In reply to your letter of the 8th instant, ordering a full catalogue of books in our stock, we beg to

inform you that though we have no catalogue at present, we shall be happy to know the nature of the books you want, so that we may make a selection from our stock. and send you the list for your choice.

Yours, &c.,

114.

Address——————,
Date——————.

BABU KAMALA CHARAN DEB.
Kaliganja.

DEAR SIR,

In reply to your letter of the 28th ult., we regret to inform you that we have not in stock a single copy of the book you require at present. We have ordered a fresh supply, and expect to have it delivered here in a month, when we hope to be able to supply it, should you not have been supplied elsewhere in the meantime.

Yours, &c.,

115.

Address——————,
Date——————.

MR. KUNJA BEHARY LAL.,
Jabalpur.

DEAR SIR,

IN answer to your letter of the 3rd instant we regret to inform you that the first edition of the book is all sold, but the second edition is expected to be out in a fortnight, when we shall be happy to execute your order.

Yours, &c.

ADVISING SUPPLY.

116.

Address————————,
Date————————.

Dear Sir,

In accordance with your esteemed favour of yesterday's date we have forwarded you, per London, Brighton and South Coast Railway, the goods as per enclosed invoice. As we are out of Brussels Carpet No. 27, we have sent you another of the same quality and price and of a somewhat similar pattern, which we trust will meet with your approval. The packing case will be allowed for if returned to us in good condition and carriage paid.

Yours, &c.,

Mr.————————,

117.

41, Strand,
Calcutta, 18th July, 1890.

Dear Sir,

We have the pleasure to acknowledge the receipt of your valued favour of 14th instant with enclosures.

We have now to advise our having shipped to you on board the "Sumatra" 10 barrels of superior cement as ordered.

We trust this shipment may give you entire satisfaction, as we have tried our best to keep as near to your limit as possible, though we regret to say, owing to the rise in the market, we have been obliged to charge a slightly higher rate.

The other portion of the order will be shipped next week, as the present strain on the market is expected to subside by that time.

Hoping you will excuse us for the little inconvenience we avoidably put you to.

We remain,
DEAR SIR,
Faithfully yours,
SARAT CHANDRA BHADURI & Co.

BABU————
————,
Dhubri,

118.

Address————,
Date————,

DEAR SIR,

AGREEABLY to your order of the 5th instant, we have despatched by V. P. Post to-day 10 copies of Morley's "Burke," and 5 copies of Essays of Elia.

Trusting to receive a continuation of your patronage,

We remain, &c.

BABU RAMDAS DE,
Burdwan.

119.

Address————,
Date————,

BABU KALIPADA SEN,
Barisal.

DEAR SIR,

In accordance with your order of the 11th

instant I have sent this day, by rail, to your address the goods as stated below.

Trusting they will give you entire satisfaction.

(Here state the goods with their price.)

INTRODUCTION.

120.

Address————————,

Date————————,

BABU ASHUTOSH CHAKRAVARTI,

Serajdea,

DEAR SIR,

WE beg to inform you that our representative Babu DINANATH SEN will have the pleasure of waiting upon you on the 17th instant, when your commands will receive his best attention.

We remain, &c.

121.

A, B. C. ESQ.,

Allahabad.

DEAR SIR,

ALLOW me to introduce to you Babu Sarat Chandra Bhaduri, of the firm of S. C. Bhaduri & Co., General Order Suppliers, 41 Strand, Calcutta, whom I have always found satisfactory in their transactions with me, combining as they do economy and despatch in the execution of the orders entrusted to them. If you take them into your confidence, I assure you you will never come to regret your choice.

I remain, &c.

122.

Address————————,
Date————————,

GENTLEMEN,

This letter will be handed to you————————, senior partner of the firm of————, of Calcutta, with which firm we have had business transactions for the last 30 years.

We are convinced that you can help him materially in the attainment of his object.

Any service you may render————————will be looked upon as a personal favour, and one which we shall always be happy to reciprocate.

Very truly yours,
————————,

123.

Address————————,
Date————————,

DEAR SIR,

I have much pleasure in introducing to you Babu————————————, a partner of the firm of————, of this city, who is going to stay at Cawnpore for a fortnight.

Any advice or help which you may render him will be esteemed a personal favour.

Thanking you in anticipation.

Yours very truly,
————————

124.

Address——————,
Date——————,

DEAR SIR,

Babu Haran Chandra Chatterji B. A., who will deliver this letter to you, is a particular friend of mine, to whom I am indebted for many acts of kindness. He is going to Madras in connection with a new patent hair-oil which he has brought out. I shall be greatly obliged if you can render him any service in promoting his object. Any such service you may do my friend will be particularly gratifying to,

Yours ever truly,
——————,

125.

Address——————,
Date——————,

DEAR SIRS,

Permit us to introduce to you our representative Babu——————,

Our firm was established 50 years ago, and we have transactions with all parts of the world.

We shall be happy if this introduction leads to the opening up of business relations between us to our mutual advantage.

Our representative has full authority to settle terms on our behalf, and we agree to abide by his decision.

With compliments,
We are, &c.
——————,

LETTER OF CREDIT.

126.

Address———— ———,

Date—————————,

Messrs—————————,

Madras.

Dear Sirs,

The bearer of this, Babu Sris Chandra Bose, is a partner of our firm, and intends to proceed to Ceylon for change of air. He will present to you drafts to the amount of Rs. 1,000, which please honour and place to our debit plus the usual commission. Any personal consideration shown to him will grealy oblige.

BILL OF EXCHANGE.

127.

Calcutta, May 19, 1890.

£500·0·0.

Sixty days after sight of this first of exchange (second of the same tenor and date being unpaid), pay to the order of Messrs. Pell & Co., London, the sum of Five Hundred Pounds, value received, and charge to our account.

Messrs. SMITH & Co., Arnold & Barbauld.

London.

NOTE OF HAND.

128.

Calcutta, June 20th, 1890.

Rs. 200-0-0.

Three months after date, I promise to pay to

Babu Hari Nath Sanyal, or his order, the sum of Rupees two hundred only, value received.

KRISHNA DAS CHOWDHURY.

PROMISSORY NOTE.

129.

Calcutta, May 2nd, 1891.

Rs. 300-0-0.

ON demand I promise to pay Babu Nando Lal Gossain, or order, the sum of Rupees three hundred only, value received, interest being calculated at 12 (twelve) per cent per annum.

UMESH CHANDRA MAITRA.

RECEIPT.

130.

Liverpool, March 25th, 1892.

RECEIVED of Messrs. Hamilton & Day the sum of Twenty-five Pounds being One Quarter's Salary due Lady Day, 1882.

£ 25-0-0.

Stamp defaced.

JOHN OWEN MOOR,

131.

Serampore, June 16th, 1892.

RECEIVED from——————————the sum of Rs.

50 fifty only, being the monthly rent of No. 3 Chapel Street, due for the month of May, 1892.
Rs. 50-0-0.

Stamp defaced.

RAJENDRA LALL GOSSAIN.

132.

No. 149. Address——————.
Date——————.

RECEIVED from——————the sum of Rupees Twenty four only, in full satisfaction of this office Bill, No. 34, dated the 6th July, 1896.
Rs. 24-0-0.

Stamp defaced.

R. P. MITRA.

133.

Address——————.
Date——————.

RECEIVED from——————Eight Rupees twelve annas and nine pie, being the price of goods, as per bill delivered.

SEN & Co.

Rs. 8-12-9.

134.

Address——————,
Date——————,

RECEIVED from Babu Panchanan Chatterjee the sum of Rs. 20 (Twenty) only, in payment of our account Rs. 21, annas 10, less commission.

WATSON & Co.

Rs. 20-0-0.

135.

Address————————,
Date————————,

RECEIVED of Babu Kalidas Adhicari the sum of Rupees Twenty-four, being a year's interest due on first April 1895, on bond for Rs. 200.

Rs. 24-0-0.

Stamp de-
faced.

KESHAB CHANDRA DAS.

REPORT.

136.

MESSRS. EWING & Co's
Jute Goods Market Report.
For mail of 19th July, 1903.

Heavy Goods.—Private reports from the Jute districts continue to point to a much more favourable output than indicated by the official forecast, and the tension which prevailed in the market for several days subsequent to its issue has disappeared. Mills have been willing to entertain any reasonable offers, and have booked some good orders at rates which could not have been obtained a fortnight ago. Sales are reported as follows.

INVOICE.

137.

Birmingham, March 1st, 1882.

MR. WILLIAM J. BELAM————————————*Dr.*

To H. WARD & CO.

19 yards Welsh Flannel @ 1-3 per yard ...	1	3	9
27 yards Irish Linen @ 2-4 per yard ...	3	3	0
12 yards Horrock's Long Cloth @ 7½d. per yd ...	0	7	6
	£4	14	3

ACCOUNT RECEIPTED.

138.

Darlington, March 30th, 1882.

MR. HARRY SANDFORD——————————*Dr.*

To MIDDLETON & Co.

January	28th	To Goods as per Invoice ...	22	9	8
February	20th	To Goods as per Invoice ...	86	8	1
March	29th	To Goods as per Invoice ...	92	12	4
			201	10	8
		Discount ...	30	12	7
April	21st	Settled *By Cash*, Middleton & Co ...	£170	18	1

BILL RECEIPTED.

139.

54, COLLEGE STREET,
Calcutta, July 30th, 1891.

B. BANERJEE & Co.,
Bought of S. K. LAHIRI & Co.

March	15th	1 Gross Modern Copy Books ...	12	5	0
,,	25th	3 doz. New Readers,@12as. each	27	0	0
April	19th	8 Select Poems, @ 10as. each ...	5	0	0
,,	19th	4 Keys to do. @ 10as. each ..	2	8	0
May	12th	25 Bacon's Essays, @ 2-12 each	68	12	0
			115	9	0
		Discount 15% ...	17	5	0
		Rs. ...	98	4	0

Paid, S. K. LAHIRI & Co.
July 31st, 1891.

STATEMENT OF ACCOUNT.

140.

41, Strand,
Calcutta, 17th November, 1890.

Kalidas Soor *in account with*

S. C. Bhaduri & Co.

Dr. *Cr.*

1890					1890				
Jan. 1	To Balance	22	9	6	Jan. 17	By Cash...	20	0	0
,, 18	Goods ...	23	7	9	Feb. 7	,, Cheque	50	0	0
Feb. 5	Do. ...	20	3	6	Mar. 2	,, Draft...	40	0	0
,, 13	Do. ...	53	9	9	July 7	,, M. ordr.	20	0	0
May 2	Do. ...	41	13	3	Oct. 7	,, Cheque	60	0	0
July 9	Do. ...	10	4	3		,, Balance	15	11	6
Sept. 7	Do. ...	33	11	6					
	Rs.	205	11	6		Rs.	205	11	6

To Balance brought forward Rs. 15—11—6.

TRADE DISCOUNT.

141.

54, College Street, Calcutta.
2nd November, 1892.

Dear Sir,

In reply to your letter, we beg to inform you that the rate of discount is not uniform on all books

(Indian Publications). We allow 10 per cent. on most of our own publications, and on books procured from the market we retain 2½ per eent. only as our own commission, and allow all other discounts to the party ordering them. English publications are selling even amongst traders here at as. 9 to the shilling; so we shall be glad to supply them at that rate, and possibly sometimes at higher rates, according to the fluctuations of the market.

Terms cash, and we do not repurchase unsold copies.

Soliciting your orders with remittances,

Yours faithfully, &c.

MISCELLANEOUS.

APPLICATION FOR A LOAN.

142.

Address————————,

Date————————.

DEAR SIR,

I AM temporarily embarrassed. The sum of Rs. 300 would relieve my present necessities, but I dislike borrowing of professional money-lenders, and would rather solicit the aid of some one of my many friends. My first thought was of yourself; and therefore my object in writing is to ask you if you can accommodate me with the required amount. You may rely upon having it paid back two months hence, perhaps earlier. Pray reply as early as you can, and oblige.

Yours sincerely,

DINANATH SEN.

BABU BARADA CHARAN DE.

REPLY CONSENTING.

143.

Address————————,
Date————————.

DEAR SIR,

I AM in receipt of your letter, dated————————. It really gratifies me to be able to accommodate you with the sum asked for. Enclosed you will find a cheque for the required amount, to be repaid at your convenience.

Yours sincerely,
BARADA CHARAN DE.

BABU DINANATH SEN.

REPLY DECLINING.

144.

Address————————,
Date————————.

DEAR SIR,

I HAVE always made it a principle never to borrow or lend money, even when members of my own family are concerned.

I therefore trust that you will excuse me for conduct which may seem harsh and discourteous on my part, but which I have always found to be, in the long run, the kindest course for all parties.

Yours truly,
BARADA CHARAN DE.

DINANATH SEN.

SOLICITING RENEWAL OF A NOTE OF HAND.

145.

Address——— ——,
Date————,

DEAR SIR,

You have in your possession my note for Rs. 100, payable December 31st, 1895, which I am sorry to say I cannot meet in maturity, owing to the combination of adverse circumstances not anticipated. If you will do me the favour to renew it for four months, with interest added, I do not doubt my ability to redeem it when due. A compliance with this request will greatly oblige.

Yours truly,
DINANATH MOOKERJEE.

BABU JITENDRANATH DE.

OFFERING A LOAN FOR BUSINESS PURPOSES.

146.

Address—— ——— ,
Date————,

DEAR SURENDRA,

I UNDERSTAND you are desirous of starting in business for yourself, and I write to say that it is in my power to advance you Rupees five thousand without interfering in any way with my own expenditure. I trust that you will let me have a friend's privilege, and accept the money on such terms as will best suit you.

With best wishes for your success.

I am,
Your friend,
ASHUTOSH GOSSAIN.

BABU SURENDRA NATH GOSSAIN.

PAYMENT BY INSTALMENTS.

147.

Address———————,
Date———————,

GENTLEMAN,

ENCLOSED pleased find a cheque for one hundred Rupees, drawn on the Agra Bank, which I will thank you to place to my credit, as the first instalment upon my bill, now overdue nearly three months. The balance will be remitted in a month, if not before. I regret the inconvenience you have been put to by my delay, which is the result of our system of long credits, and entirely beyond my power to control.

———

Yours, &c.

OFFERING TO SELL GOODS ON COMMISSION.

148.

Address————————,
Date————————,

MESSRS.———,

GENTLEMEN,

I HAVE been in business in this town for over twelve years, and can give you the name of Mr.——— as a reference. I see a good opening for increasing my sales, and am desirous of a supply of your goods to sell on commission. If required, I am prepared to give you full security against any loss.

Should this proposal fall in with your wishes, please fill in the accompanying order, and give me the benefit of your most favourable terms.

Yours faithfully, &c.

———

REPLY TO THE ABOVE.

149.

Address——— ——,
Date————,

DEAR SIR,

WE have to-day forwarded by Railway parcel the goods ordered in your letter of—————, the inquiries you suggested having turned out most satisfactory. The commission is 10 per cent. The bill of sale accompanies each package.

Trusting this opening will lead to a long connection to our mutual benefit.

Yours faithfully, &c.

ORDERING FOR A STORE IN THE MOFUSSIL.

150.

Address————,
Date————,

GENTLEMAN,

I HAVE just opened a large grocery store in this place, and the prospects of success seem assured. I should be happy to deal with your firm. I can refer you ————————. This being our first transaction, I shall be prepared to pay upon delivery of goods, if you will forward me your account, with the usual cash discount, by a previous post.

Enclosed please find order, which I should like executed as promptly as is consistent with your convenience.

Yours very respectfully,

X. Y. Z.

REPLY TO THE ABOVE.

151.

Address————————,
Date————————,

DEAR SIR,

YOUR favour of the——inst. to hand. We shall be pleased to open an account with you,———— having spoken very highly of you.

We have this day forwarded to your address the goods according to your invoice, but being desirous of obtaining your approval of their quality and value, we suggest that you examine them before settling the enclosed bill, which is subject to 5 % discount for prompt cash. A post-office order, or draft on one of our city banks, will suit our convenience.

Hoping to receive further orders we are,

Yours respectfully,
A. B. C. & Co.

REQUESTING SETTLEMENT OF ACCOUNT.

152.

Address————————,
Date————————,

DEAR SIR,

As we have a large payment to make at the end of next week, and your account remains unsettled, we must beg of to send us a cheque in the course of the week. We are reluctant to press you, but it is unavoidable.

Yours faithfully, &c.

REQUESTING PAYMENT OF RENT.

153.

Address————————,

Date————————,

Babu————

————————,

Dear Sir,

I must call your attention to the fact that although your agreement for the house rented by you from me stipulates monthly payments in advance, you have failed to pay for two months, and ae now in arrears to the amount of Rs. 100.

If you do not pay the amount within six days from this date, I shall be reluctantly compelled to place the matter in the hands of my solicitor.

Yours, &c.

———

REQUESTING SUBSCRIPTION TO A FUND.

154.

Address————————

Date————————,

Dear Sir,

Overleaf you will find a report of the proceedings of a meeting held for the purpose of deciding on the means to be adopted for preserving the memory of the late Babu Rakhaldas Banerjee, and subscriptions are being collected for the purpose.

Any help towards the carrying out of the said object will be thankfully received by,

——————————,

Secretary and *Treasurer*,
" RAKALDAS" MEMORIAL FUND.

To

——————————.

THE SAME.

155.

Address——————,
Date——————,

DEAR SIR,

I TAKE the liberty of enclosing a prospectus of an institution, which is likely to have a most beneficial effect upon the poor in our neighbourhood. Your liberality is so well-known, that I trust you will excuse this appeal from a stranger, in furtherance of an act of benevolence.

I remain, &c.

THE SAME.

156.

SERAMPORE,
The 5th July, 1896.

To

BABU KOOMAR BINOY KRISHNA DEB.

SIR,

IN sending the accompanying appeal for a donation, the Managing Committee of the Serampore

Union Institution beg respectfully to express the hope that their prayer will be liberally responded to, and to state that all remittances should be made payable to, and will be gratefully received by,

NARAYAN CHANDRA BHATTACHARJYA.

SECRETARY.

REPLY COMPLYING.

157.

Address——————,

Date——————,

DEAR SIR,

IN response to your appeal on behalf of an institution for the benefit of the poor, I enclose herewith a cheque for Rs. 500.

Yours, &c.

REPLY DECLINING.

158.

Address——————,

Date——————,

——————————regrets exceedingly that the numerous calls for similar objects near home render it impossible for him to comply with the request contained in——————'s letter of the——————*th* instant.

OFFERING MS. TO A PUBLISHER.

159.

Address——————,

Date——————,

MESSRS.——————————,

GENTLEMEN,

I am the author of the enclosed , which I desire to have published as soon as is practicable.

Please inform me if you are willing to publish it, and on what terms.

Awaiting an early reply,

Yours, &c.

REPLY TO THE ABOVE.

160.

Address——————,
Date——————,

BABU——————,

DEAR SIR,

HAVING made all our arrangements for publications for the year, we are compelled to decline the offer of your MS., and trust that you may be successful elsewhere.

We remain,
DEAR SIR, &c.,

SOLICITING PATRONAGE

161.

FROM

S. K. LAHIRI & Co., 56, College Street,
PUBLISHERS, *Calcutta, 1st June, 1893.*

To

THE INSPECTOR OF SCHOOLS,
Burdwan Circle,

DEAR SIR,

We beg respectfully to invite your kind attention to——————, by——————, a copy of which we have taken the liberty of forwarding to your address.

You will please note that the book is priced very cheap (4 as. per copy), and may, I submit, be used with advantage as a text-book in the schools of your Circle, it being well suited to the requirements of those for whom it is intended.

May we therefore hope you will decide to adopt it as a text-book.

Yours faithfully
S. K. LAHIRI & Co.,
Publishers.

THE SAME.

162

56, College Street,
Calcutta, 2nd November, 1891.

DEAR SIR,

We beg respectfully to draw your kind attention to the books mentioned overleaf, now ready for sale. We beg to state that all the books are now very largely introduced into Entrance Schools, and are highly spoken of by the entire Press, as well as by eminent educational authorities and adopted by them as text-books in many Schools. One of them was formerly appointed as a text-book in English for the Entrance Examination by the Syndicate of the Calcutta University.

You will please note that the books are priced cheap, and can with advantage be used as text-books, since they are admirably suited to the requirements of those for whom they are intended.

We shall be happy to forward to you for inspection,

whenever required, copies of the books at our own cost, and shall be glad to execute orders for them promptly.

We beg to add that the Ripon College, the Bangabasi College, the New Indian School, and the City College of Calcutta, and several other noted Institutions have already introduced our Select English Readings and Select Poems, in the second and third classes, as text-books of English Literature.

Permit us to invite your particular attention to Sir William Hunter's School History of Northern India, which is the History of Bengal, Behar, Orissa, N. W. P., Oudh, the Punjab, and Assam. It is specially designed for young students in India.

Hoping you will favour us with your orders,

We remain,
Dear Sir,
Yours obediently,
S. K. Lahiri & Co.

SHIPMENT.

163.

Dear Sirs,

We beg to advise having shipped for your account 500 maunds of rice per *Jumna* for Rangoon, the invoice for which, amounting to Rs. 1500, we enclose herewith. Against the shipment we have drawn for a like sum at three months' sight, in favour of the Chartered and Mercantile Bank. The shipping documents are attached to the draft, which please honour on presentation.

CONSIGNING GOODS FOR SALE.

164.

GENTLEMEN,

LEARNING from your advices that market prospects are very encouraging at Karachi, we beg to consign to your care, for sale on commission, a shipment of 1000 bales of cotton as a trial operation. We hope you will be able to report favourably, when more goode will follow.

ORDERING INSURANCE OF GOODS.

165.

SIR,

BE good enough to insure against all risks for Rs. 2000, 1000 bales of cotton shipped per *Assam* from Calcutta to Karachi, consigned to Messrs.———, &c. on our account.

The particulars of the shipment are given at foot.

REPLY TO THE ABOVE.

166.

GENTLEMEN,

IN accordance with your instructions I beg to inform you that I have effected insurance against all risks for Rs. 2000, at Rs. 25, in your fafour, on 1000 bales of cotton per *Assam* from Calcutta to Karachi. The policy will be forwarded to you in due course.

COMPLAINT.

167.

COLLEGE STREET,
Calcutta, the 25th February, 1919.

To

The..................Superintendent
................................Ry.

DEAR SIR,

On the 17th instant we forwarded six parcels of books to our different customers in Faridpur, Mymensing and Barisal. These parcels were booked in your Harrison Road Booking office, and they were in perfect order when they left here.

We are now informed by our customers that the parcels were delivered to them in a damaged condition, and the contents tampered with. We believe that the damage had occurred during transit.

As the goods will be of no use either to our customers or to us, we have therefore to claim the value of the parcels, viz., 145 Rupees from you and request you to send us the amount.

Yours faithfully,
S. K. LAHIRI & CO.

REPLY TO THE ABOVE.

168.

RAILWAY OFFICE,
Clcutta, 20th February, 1919.

To

Messrs. S. K. Lahiri & Co.
Calcutta.

DEAR SIRS,

In reply to your letter of the 26th instant, I beg to inform yon that enquiries have been instituted as to

how your parcels were damaged, and on receipt of the report I shall consider the claim put forward by you.

Yours faithfully,

ENQUIRY *re* PRINTING.

169.

Addres ....,

Date.........................

To

The Manager,

THE COTTON PRESS,

57, Harrison Road,

Calcutta.

Dear Sir,

I request the favour of your kindly informing me at your earliest convenience the cost of printing per form, the specification of which is given below.

Thanking you in anticipation.

I remain,

Yours faithfully,

S. K. GHOSE.

SPECIFICATION.

The book will be printed in Bilingual character, (Devnagri and English character); Royal size 8 *vo.*; measure 24 ems, solid page; body type Pica, para heading Pica Antique, and marginal and footnotes in Bourgeios type.

REPLY TO THE ABOVE.

170.

Address.......................,
Date.......................

To

S. K. GHOSE, Esq.
Calcutta.

Dear Sir,

I thank you for your esteemed enquiry of the ——— instant, and to have pleasure in handing you our quotations as follows :—

For cost of composing and printing in the way desired by you will be Rs. 15 per form for 1000 copies.

It is not possible to give an approximate idea of the estimate without looking at the original copy, especially the marginal notes and the footnotes.

The above charge does not include the cost of paper and binding. The selection of the former is left to your discretion, but it would be my best endeavour to give all assistance in the matter.

Awaiting to be favoured with your order,

I am, dear Sir,
Yours very truly,

———

ESTABLISHMENT OF A BUSINESS,

171.

Address......................,

Date.....................

To

The..............................

...................*Calcutta.*

Dear Sir,

We have much pleasure in advising you that Messrs...............................have appointed us their agents.

As you are aware that Messrs.............................. are one of the leading manufacturers of Printing Inks and the quality of their products are unsurpassed.

We beg to refer you to the enclosed circular, and we feel sure that a comparison of our prices with those of other manufacturers will convince you that our prices are well within the range of every body.

Respectfully soliciting an order.

We remain, Gentlemen,

Yours faithfully,

REPLY TO ABOVE.

172.

To

Address........................

Date........................

Messers..

Calcutta.

DEAR SIR,

I thank you for your esteemed communication of the—ult., and shall be glad to receive by the next mail, a trial consignment for Half-tone Block No. 20 together with your best discounts and terms, as I think it would lead to business mutually profitable.

I remain, Gentlemen,

Yours faithfully,

CONSIGNING GOODS FOR SALE.

173.

Address........................

Date........................

To

Messrs..................................

GENTLEMEN,

Your name has been recommended to us by Messrs........................as a firm of good standing and reputation, and we have therefore much pleasure in

sending per S. S. *Seagull*, a consignment of Melton cloth containing 10 bales, as a trial consignment. The goods were of very fine quality, and we have every reason to believe that our products will sell readily in your market.

We have enclosed the Invoice the Bills of Lading, the Insurance Policy. In the Invoice we have quoted the actual prices, and shall send you by the next mail our particular of discounts and terms on hearing from you. We would advise you to exercise your discretion in the sale of these articles on a profitable basis.

Hoping to hear favourably from you.

We remain,

GENTLEMEN,

Yours faithfully,

REPLY TO THE ABOVE,

174.

Address..............................

Date.........................

To

Messrs..................................

GENTLEMEN,

We are in possession of your favour of the ....ultimo, contents of which are duly

noted with thanks. We are much obliged to Messrs. ——————for having spoken so highly of our firm.

As regards the goods shipped by you, we find them on examination to be decidedly superior to indigenous goods, and we hope to sell them at a price higher than the invoiced amount. This is not the season on this side for making sales of these articles, and we have therefore decided to keep them in stock ; generally the season commences here in November and ends in February.

As regards the terms, we have decided upon due consideration of the matter that you will allow us 10 p.c. discount for cash payment. On hearing from you, we will send you a demand draft to be drawn upon us on the City Bank, Ld.

Trusting that our offer will meet with your ready response.

We are, Gentlemen,

Yours faithfully,

———

CHAPTER III.

APPLICATIONS, TESTIMONIALS, &c.

GENERAL RULES FOR APPLICATIONS.

1. Always give your full address at the *top*, and never omit to date your application.

2. The name, or designation, or both, of the person written to, should be given after the date, and should begin with *To*, if he is an official. For private persons the name alone need be given, a little below the signature, on the left-hand side.

3. If you are a candidate for a Government appointment the filling up of which requires the sanction of the Supreme or Local Government, then the application must be submitted to the Chief Secretary to the Government.

4. Applications for appointments not requiring the sanction of the Supreme or Local Government, should be made to the executive head of the department under whom the post is to be held.

5. Do not apply for "any post" under Government. Such an application usually meets with the fate it deserves. State distinctly the kind of appointment for which you are a candidate by virtue of your special aptitude for it.

6. The form of salutation is *Sir*, or *Dear Sirs*, or *Gentlemen*, according as the addressee is a single person or a collective body.

7. The body of the application should contain the following subjects, and each subject should be treated in a separate paragraph :—(*a*) Introduction ; (*b*) Attainments, (*c*) Experience ; (*d*) Special aptitude (if any) ; (*e*) Testimonials.

(*a*) *Introduction*—Here state what vacancy has occurred, the source from which you have heard of it, and that you are a candidate for it.

(*b*) *Attainments.*—In the next place you should mention the qualifications you possess such as, the education you have received, the examinations you have passed, or the diplomas you have won. Do not state that you are "a failed F.A.," or "a failed B. A.," as many Indian students do. Failure in an examination is not a qualification, rather a disqualification, and as such should not be mentioned. If necessary, the fact can be stated in this way: "I qualified myself for the F. A. or B. A. standard of the Calcutta University, &c.

(*c*) *Experience.*—If you have previously served elsewhere, state the nature of your former employment, the place where you held it, the years it covered, and the credit with which you served in it.

(*d*) *Special Aptitude.*—If you possess any special qualification, make a modest mention of it, and add that your statement will be borne out by the certificate or testimonial attached to your application.

(*e*) True copies of Testimonials should be appended below the subscription, each being introduced by the heading "True Copy," written at the top of it. The

name of the person signing the Testimonial should have the letters Sd., a contraction of *signed*, put before it.

8. All references to personal matters, such as a large family depending on the applicant, &c., should be carefully avoided, since they are no proof of the candidate's competency, and do not improve his chance of getting a situation.

9. Similarly, all appeals to the feelings of the person addressed should be omitted. They not only do not help the case of the applicant, but often go against it; for it may be assumed that a person so appealing has not a proper conception of duty.

10. Do not write at the end of your application that you will do your best to discharge the duties entrusted to you to the entire satisfaction of your employer. It is always implied that a person, who is paid for an appointment, will never be lax in performing his duties; hence a statement like the above is superfluous.

11. The paper on which the application is written, and the ink with which it is written, should be good, and the applicant should write his best hand; since upon care in these matters the success of his application to a large extent depends. A good application creates a favourable impression, while one written clumsily on bad paper seldom succeeds in its object.

12. The stereotyped form of subscription is the same as the official form, *viz* :—

"I have the honour to be,
SIR,
Your most obedient Servant."

SPECIMENS.

FOR CLERKSHIP.

175.

KALIA,
18th May, 1882.

To

THE MAGISTRATE,
Jessore.

SIR,

HEARING that the post of a clerk in your office is vacant, I beg to offer myself as a candidate for it.

I passed the Matriculation Examination of the University in 1878, and was placed in the first division. I then read for some time in the first-year class of the Dacca College.

I was a clerk under Messrs. Hoare, Miller & Co. for two years, and subsequently served under Messrs. Macneill & Co. in the same capacity.

Copies of testimonials from my former employers are enclosed herewith.

I have the honour to be,
Sir,
Your most obedient Servant,
KALI CHARAN RAHA.

On the envelope :—

To

THE MAGISTRATE,
Jessore.

THE SAME.

176.

SIR,

I see by this day's *Amrita Bazar Patrika* that you are in want of a competent clerk, and I respectfully beg to apply for the ost. Owing to the financial difficulties of my late employers, Messrs. Beaken & Co., with whom I was a clerk for 10 years, I am now out of employment. I can refer to my late employers for a testimonial as to my industry, ability, and conduct. I may add that I am a total abstainer.

Hoping to receive a favourable reply,

I am, &c.

THE SAME.

177.

SIR,

LEARNING that the post of clerk has fallen vacant in your office, I venture to present myself as a candidate.

In support of my application, I beg to forward the enclosed testimonial, which I trust will satisfy you as to my ability and character.

I have, &c.

THE SAME.

178.

SIR,

I am informed that you require an Invoice clerk in your office from the 1st prox. As one who has

some experience of the office, allow me to offer myself as a candidate.

I served under Messrs. Cadbury & Co. for five years in the above capacity. That house having failed, I have been out of employment for the last three months. The testimonials enclosed will, I hope, satisfy you as to my fitness for the post.

Trusting to receive a favourable reply,

I have, &c.

FOR A HEAD MASTERSHIP.

179.

Address———————,

Date———————.

To

THE SECRETARY,

———*High English School.*

SIR,

IN answer to your advertisement in the *Statesman* for a Head Master for the———High English School, I beg to offer myself as a candidate for the post.

I passed the B. A. Examination of the Calcutta University in 1886, and secured first class Honours in English.

I have had three years' experience of teaching, having served first as Second Master of———H. E. School for one year, and afterwards as Head Master of———H. E.

School for two years. I resigned my last appointment as the climate of the place did not suit my health.

I possess some knowledge of drawing, sufficient to instruct candidates who may take this optional subject at the Matriculation Examination.

I enclose copies of testimonials from the Principal of ———College, and from the Secretaries of the two schools mentioned above.

I have, &c.

APPRENTICESHIP.

180.

Address————,
Date————.

Messrs ————& Co.,

Dear Sirs,

Being desirous of earning my livelihood as a clerk, I respectfully beg that I may be admitted into your office as an apprentice, so that I may learn office work.

I read in the Hare School up to the Entrance Standard, but was unable to prosecute my studies further owing to the death of my father.

A copy of my certificate from the Head Master, Hare School, is attached herewith.

I have, &c.

THE SAME.

181.

Address———,
Date———.

To

THE CHIEF SECRETARY TO THE
Government of Bengal.

SIR,

HEARING that some apprentices are required in the Bengal Secretariat, I respectfully beg to offer myself as a candidate.

I passed the Matriculation Examination of the year 1886 from the City Collegiate School, and was placed in the second division. My circumstances stand in the way of my continuing my studies.

I am personally known to Babu Narayana Chandra Bhattacharyya, M. A., Asst. Translator to the Government of Bengal, who has kindly allowed me to give his name as a reference.

I annex herewith a testtmonial from the principal, City College.

I have, &c.

THE SAME.

182.

SIR,

I shall feel obliged by your kindly enrolling my name as a candidate for an apprenticeship in your office.

The enclosed testimonials and certificates will, I trust, satisfy you that I possess all the necessary qualifications.

I have, &c.

THE SAME.

183.

GENTLEMEN,

LEARNING that you require some apprentices for the cash department in your office, allow me to offer myself as a candidate for one of the posts.

I quatified myself for the F. A. Examination of the Calcutta University, but the death of my guardian has compelled me to give up my studies, and seek for some employment.

Hoping to receive a favourable reply,

I have, &c.,

POST OF CASHIER.

184.

Address———————,
Date———————.

MESSRS.————& Co.,

GENTLEMEN,

BEING informed that the post of Cashier in your office is vacant, I beg respectfully to offer myself as a candidate for it.

I served for ten years as a clerk in the office of Messrs. George Henderson & Co. and did my work to the

satisfaction of my employers, as the annexed testimonial will show.

I am personally known to Babu——————, who has kindly promised to stand my security for any sum up to Rs. 2,000, as you may require.

Hoping you will favourably consider this application,

I have &c.

POST OF CORRESPONDENCE CLERK.

185.

Address——————,

Date——————.

To

MESSRS,——————& Co.,

GENTLEMEN,

IN answer to your advertisement in the *Calcutta Gazette* for a Correspondence Clerk, I respect fully beg to offer myself a candidate.

I passed the F. A. Examination of the Calcutta University in 1876; since then I have served in two mercantile firms: first as a Clerk in the office of Messrs. Henderson & Co., and subsequently as a Correspondence Clerk with Messrs. James Smith & Co. My experience of office work thus extends over a period of 13 years.

Copies of testimonials as to my fitness for the post in question are enclosed herewith.

Hoping that this application will meet with your favourable consideration,

I have, &c.

POST OF BOOK-KEEPER.

186.

Address——————,

Date——————.

To

Messrs. D. Jones & Co.

Gentlemen,

Having seen your advertisement in to-day's *Statesman* that a competent book-keeper is required in your office, I beg respectfully to offer my services.

I was first employed as a clerk in the office of Messrs. ——————& C o., i which capacity I served for three years. At the end of that time I was offered the post of book-keeper, and held it for ten years to the entire satisfaction of my employers. The winding up of that firm having left me without employment, I hasten to appeal to you in response to your advertisement. I am thoroughly acquainted with the system of book-keeping used by the principal firms of the city, as the testimonials, appended herewith, will show.

I have, &c.

POST OF PRIVATE TUTOR.

187.

Address———,
Date———.

To

BABU ADHAR NATH MULLICK,
Calcutta.

SIR,

To-day's *Statesman* publishes an advertisement to the effect that you require a private tutor to prepare your son for the ensuing Entrance Examination, in answer to which I beg to offer myself as a candidate.

I am a B. A. of the Calcutta University, and am at present preparing for the B. L. Examination.

I enclose copies of testimonials which will show how far I have been successful in teaching boys at home.

I am prepared to devote two hours daily to this purpose, Sundays and holidays excepted.

I have, &c.

POST OF HOUSE-KEEPER.

188.

Address———,
Date———.

MADAM,

HEARING that you require the services of an experienced house-keeper, I beg most respectfully to apply for the situation.

My term of service, which had lasted more than 5 years, recently came to a close owing to the death of my late employer, Mr. Robert Belchambers of 5 Lambeth East.

Should this application meet your views, the relatives of my late employer may be referred to for particulars concerning me.

I am a widow, and my age is 35 years.

I am, Madam,
Your most obedient servant,
Mrs.——— SUSAN F. PRICE.

SITUATION AS NURSE.

189.

Address———,
Date———.

MADAM,

In answer to your advertisement for a nurse, I hasten to offer my services, as I have been without employment for some time past.

I have a very large experience in nursing, and beg to enclose some testimonials from my former employers. To these I can add others if necessary. I am a childless widow, and my age is 40 years.

I remain,
MADAM,
Your most obedient servant,
CAROLINE YOUNG.

MRS. STOWE.

POST OF A GENERAL SERVANT.

190.

Address——————,
Date——————.

MADAM,

HEARING that you require the services of a general servant, I beg most respectfully to apply for the vacant situation.

I have served under Mrs. Hope for two years. She has kindly promised to give me a good character, should your choice fall on me. It is not her wish that I should leave, but I am desirous of going elsewhere, if by so doing I can improve my position to some extent.

My age is 22, and I am unmarried.

I am, Madam,
Your most obedient servant,
ELLEN PRICE.

MRS. WILLIAM.

SITUATION AS COOK.

191.

Address——————,
Date——————.

SIR (*or* MADAM),

SEEING your advertisement in the *Daily Advertiser* for a good cook, I beg to offer my services.

I have been a cook for the last fifteen years, five of which were spent in the *Hotel de Paris*.

I enclose copies of testimonials from my late employers, together with one from the Manager, *Hotel de Paris*.

I am, &c.

MRS.————

THE SAME.

192.

MADAM,

HAVING seen your advertisement for a cook in to-day's *Daily News*, I respectfully apply for the situation.

I can do all kinds of cooking, as my present employer, Mrs. Robert Williams, is willing to testify. As Mrs. Williams is going to England on the 31st May, I shall be out of employ from that date. A line to her will satisfy all enquiries with regard to my character and ability.

I am, &c.

Mrs.——

MANAGERSHIP.

193.

Address——————,
Date——————.

To

Moharanee Sarnamayi,
Kassim Bazar.

MADAM,

HEARING that the post of Manager of your estates is vacant, I beg to offer myself as a candidate for it.

I passed the F.A. Examination in 1868, and was appointed private tutor to the son of the Rajah of Bijni. Five years afterwards I became Private Secretary to the Rajah, and remained so for a period of seven years, when

the Raja died. In my capacity of Private Secretary, I acquired some knowledge of Zemindary affairs, and was appointed by the successor of the late Rajah as the first Manager of his vast estates. I served him faithfully for ten years when, my health giving way, I retired on a pension. Two years' rest has completely restored me to my former health, and I am once more prepared to enter upon service, which I infinitely prefer to the monotony of a retired life.

I enclose copies of testimonials from the Rajahs of Bijni, father and son, both of whom I served under.

I am, &c.

POST OF MEDICAL OFFICER.

194.

Calcutta,
1st *April*, 1896.

SIR,

In answer to your advertisement in the *Statesman* for a competent medical officer for the Charitable Dispensary at Mahes, I respectfully beg to offer myself as a candidate.

I have passed my examinations as a student of the Campbell Medical School, and have been for five years an Assistant Medical Officer at the Mayo Hospital.

The copies of testimonials annexed herewith will I hope, establish my fitness for the post advertised.

I have, &c.

SITUATION AS GOVERNESS.

195.

MADAM,

In answer to your advertisement in this day's *Chronicle* for a governess to teach two little girls, I beg respectfully to offer myself as a candidate.

I am a graduate of the Dublin University; and have had the benefit of two years' residence in Paris, where I completed my knowledge of French.

I have been governess in the family of Mr. Hill of Bristol, but owing to the death of my pupil, I have been thrown out of employment.

A reference to Mr. Hill will satisfy you as to my character, respectability, and capacity.

I am, &c.

MRS. ———

INCREASE OF SALARY.

196.

SIR,

I beg most respectfully to represent that I have been serving under you for the last ten years, and have been on the same pay all the time.

If you think I deserve some encouragement for my long service, may I hope you will kindly consider my case?

I have, &c.

———Esq.

PROMOTION.

197.

SIR,

As there will be a vacancy in the post above the one I hold, may I be so bold as to apply for it? My service in your office now extends over eight years, and I venture to hope you will give me promotion provided of course that I am not deemed unqualified for the post in question.

Trusting you will give this your favourable consideration.

————Esq. I have, &c.

THE SAME.

198.

SIR,

Owing to the resignation (retirement, promotion) of Babu Manmathanath Gossain, there is a vacancy in the next grade to that I am in, and I trust it will not be deemed presumptuous on my part if I offer myself as a candidate for the post.

I have served in your office for 15 years; I hope, with credit. The enclosed testimonials from the superior officers under whom I have had the honour to be placed, will satisfy you as to my qualifications for the post.

It will not be out of place to state that I once officiated for three months in the post about to become vacant, and that my services were highly spoken of, as the office record will show, an extract from which is appended to this.

Hoping my claims will receive your favourable consideration,

I have, &c.,

TESTIMONIALS.

General remarks.—Testimonials should not be indiscriminately given, for, if too cheap, they fail to help a man's future prospects—the ultimate object of every testimonial. They should begin with the *full* name, and title, if any, of the person for whom they are intended. Then should be stated the length of the writer's acquaintance with him, either by virtue of the writer's official position or otherwise. The statements about the recipient's general abilities, and special aptitude, if any, should come next, to be followed by his character and respectability. The concluding words may convey a wish of the writer that the person to whom he gives the certificate may be suitably provided for. The signature of the writer should be followed by his title or academical degree, and his designation.

SPECIMENS.

199.

THIS is to certify that I have known Babu Radha Nath Palit for a long time, having been his neighbour for more than ten years. He is a respectable and energetic young man, of very good character, and will, I

am sure, prove to be a useful assistant in a Merchant's Office. I wish him every success in life.

SURESH CHANDRA RAI,
Zemindar, Garh Bhawanipur.

GARH BHAWANIPUR,
December, 1st, 1892.

200.

I have much pleasure in certifying that Babu Janaki Nath Rai served under me as a clerk for five years, during which period I always found him honest, obedient, and hard-working. He has good knowledge of office work, and writes a fast and legible hand. I am sorry to lose his services.

A.B.C.
Book-Keeper,
MESSRS.——& Co.

CALCUTTA,
7th April, 1892.

201.

CERTIFIED that Babu Rajendra Lal Maitra served under me as an assistant teacher for about two years. He is very intelligent young man, has a good command of English, was thoroughly competent for his post, and discharged his duties to the entire satisfaction of every one. He belongs to a highly respectable family, is well-connected, and bears an excellent charac-

ter. He leaves this service for a learned profession in which I wish him every success.

X. Y. Z. M.A.,
Head Master.

SERAMPUR,
15 November, 1891.

202.

I have the honour to certify that Babu————————, B.A., held the post of Head Master of the H. C. E. School at Garh Bhawanipur for nearly a year. He is a thoroughly competent and pains taking teacher. I am sorry I could not retain his services for a longer time.

RAM PROSANNA RAI,
Zemindar & Secretary to the Garh Bhawanipur,
H. C. E. School.

GARH BHAWANIPUR,
22nd February, 1886.

203.

THIS is to certify that Atul Krishna Sinha was a student of the second class, Chatra High English School. He was an intelligent pupil, and always performed his duties to the satisfaction of his teachers. He was above the average run of boys in ability, possesses a fair knowledge of English, writes a very good hand, and bears an excellent character. I am sorry his means

stand in the way of his school education, and shall be very glad to see him decently provided for in life.

AVINASH CHANDRA CHATTERJEE, B.A.,
Head Master,
CHATRA H. E. SCHOOL,

CHATRA,
8th July, 1899.

204.

BABU——————————is in good health, and does not suffer from any constitutional disease or infirmity. He is well-built, hardy, and fairly strong. He comes of a respectable family, and bears a thoroughly good character.

GOPAL CHANDRA GOSSAIN, L.M.S.

SERAMPORE,
1st May, 1890.

205.

ST. XAVIER'S COLLEGE,
2nd October, 1887.

CERTIFIED that Tincowri Lahiri was a student of this College for a period of two years. He studied up to the F.A. Standard, and by his good conduct, steady behaviour and general application, obtained the good opinion of his professors.

E. H. YOUNAN,
Prefect in Charge.

206.

CERTIFIED that Babu—————— ——————has been known to me from his infancy. He comes of a

respectable family in Serampore. He has always been intelligent and diligent in his work. To good manners he adds the recommendation of an exemplary moral character.

MOHES CHANDRA LAHIRI,
Executor, Gowripur Raj Estates,
ASSAM.

Address——————,
Date——————.

207.

Address——————,
Date——————.

MRS. Young has been known to me for upwards of eight years, and during that time I have always found her honest, industrious, and thoroughly deserving of encouragement. It affords me great pleasure to commend her as a person, of my opinion, well fitted, intellectually and morally, to fulfil intelligently the duties of a governess.

WILLIAM CECIL, M.A.,
Vicar of Brighton.

LETTERS OF INTRODUCTION.

IN a letter of introduction state briefly that you are acquainted with the person for whom you write, and testify to his respectability, education, &c. Do not lavish praises upon him, for you are not giving him a testimonial.

Sometimes, however, a letter of introduction also serves the purpose of a testimonial, in which case mention may

be made of the qualifications of the bearer, and commendations bestowed.

Be chary of giving letters of introduction to anybody and everybody, if you want to save your own reputation and do a good turn to the select few who ask for them.

These letters should be given in *unsealed* envelopes, so that the persons to whom they are given may read them and know what is written.

SPECIMEMS.

208.

SRRAMPORK,
21st November, 1891.

MY DEAR CHARU,

THE bearer of this, Babu Rakhal Dass Banerjee, is proceeding to Jubbulpore for a change. He is an intimate friend of mine, and has asked me to introduce him to some one on whom he may reckon for assistance in a place where he has never been before. It struck me at once that you were exactly the person he would be happy to make acquaintance with, and so I have ventured to assure him that he will not miss a friend at Jubbulpore. Any special attention shown to him will be looked upon as a personal favour by,

Your most sincerely &c.

209.

CALCUTTA,
11th July, 1890.

MY DEAR BEHARI BABU,

I have been asked by Babu Hari Das Chatterji to introduce him to you, in the hope that you may

obtain for him an appointment in your office. I have much pleasure to be able to say that Babu Hari Das is an honest young man of energy, intelligence and respectaiblity; and, I am sure, should you give him a chance, you will not have to regret your choice.

Sincerely yours,
KRISHNA CHANDRA RAI.

210.

CAWNPORE,
20th February, 1881.

DEAR MR. BAYLEY,

ALLOW me to introduce to you Mr. George Mendis, who is going to pay a visit to Rangoon. As he is not acquainted with anybody in that city, he wishes me to give him a letter of introduction to some of my friends, and I have selected you as the fittest person for the purpose of his acquaintance. He is a gentleman of great respectability, and I have had the honour of his friendship for the last ten years. Any attention shown to him will greatly oblige.

Your sincerely,
H. M. BIRD.

211.

13th August, 1888.

MY DEAR ASWINI BABU,

I AM very glad to recommend to you Babu Haran Chandra Mookerjee who tells me that you require an assistant teacher in your school, and wishes to request you to take him in. I have known him for more than

ten years, and can vouch for his energy, integrity, and respectability. Of his special qualifications for the post, I leave you to judge from the testimonials he has shown me, the copies of which he will forward along with his application.

In conclusion, I may assure you that, should your choice fall on him, you will have no reason to be disappointed.

Yours truly, &c.

212.

INTRODUCING A YOUNG MARRIED LADY TO A FRIEND.

Address———————,
Date———————,

MY DEAR GERTRUDE,

MRS. Croft will present this note, and when I tell you that she is a bride, and will reside in your city, I feel sure that I have secured her a friend among strangers. I know that you will pay her every attention in your power for the sake of our old friendship.

Your loving friend,
CATHARINE.

213.

INTRODUCING A DAUGHTER ABOUT TO MAKE A VISIT.

MY DEAR———————,

My daughter Ethel will present this in person, as her introduction to her mother's old friend, whose kind invitation to spend a few weeks with her she accepts with delight. I need not say she will have a very agreeable time. You may find her rather reserved

at first, but she will soon feel her herself quite at home. With kind regards to your husband, and love to yourself,

I am &c.,

INTRODUCING A GENTLEMAN TO A LADY FRIEND.

214.

My dear Miss———,

My frind Mr. Jones, who will present this to you, is about to settle in your city. As your hospitality is unbounded, may I request you to extend it to him. I look forward to good reports from both of you as to the ripening of a friendship the seed of which is now sown by

Your very sincere friend,

T. Fouracres.

INQUIRY AS TO CHARACTER.

215.

Address————————.
Date————————.

Miss Firth presents her compliments to Lady Summerset, and will be glad to know if she can recommend Ethel Brown, her late maid, as efficient in the performance of her duties, and trustworthy in personal character.

Reply.

216.

In reply to Miss Firth's note, Lady Summerest has much pleasure in stating that she can confidently recommend Ethel Brown as a thoroughly efficient and trustworthy maid, who can be entirely relied upon in every way.

CHAPTER IV.

PRIVATE CORRESPONDENCE.

I. Letters to Relations.

The rules in this class of correspondence are very simple. We now take leave of the conciseness of business letters and the formalities of official correspondence, and come to " talking letters." The element of emotion, so carefully eliminated from the above two classes, plays an important part in letters of love and friendship. All prescribed forms as to salutation and subscription may now be dispensed with, the general rules, as laid down in the Introduction, being sufficient for the purpose. On the other hand, contractions, abbreviated forms, trade-colloquialisms etc., which may be tolerated in business letters, should be carefully avoided. Do not say " I wrote you," "I wired you" for "I wrote to you," "I sent you a telegram," etc. It is no proof of affection, rather the reverse, to conclude a letter with "yrs affly" instead of "yours affectionately" ; such solecisms as "an invite" instead of "an invitation" ; " alright " for " all right " should be even more carefully shunned. They create a bad impression.

SPECIMENS.

I. To Relations.

217.

Calcutta,
6th April, 1882.

My dear Father,

The summer vacation will commence on the 4th of May, and I have much pleasure in the prospect of spending five weeks with you at home.

The heat for the last few days has been simply stifling, and the sooner I leave this place for the country the better.

Before I go, I shall have to pay all my dues on account of board and lodging, and also to pay in advance my school fee for May. To meet these expenses all the money I have will be spent, so I shall be glad if you will send me my journey money.

With love to you and mother,

I remain,
MY DEAR FATHER,
Your most affectionate son,
JADU NATH SINHA.

REPLY.

218.

BANSBARIA,
18th April, 1882.

MY DEAR SON.

I rejoice at the prospect of soon having you in our midst for a few weeks.

The heat here is not so excessive as in Calcutta, this place being full of trees which absorb a great deal of it. I can therefore safely hope that the change will be welcome to you.

I am sending you a money-order Rs. 5 which I hope will cover all your expenses.

I have a little temptation to offer you—we have a splendid crop of mangoes this year, and you are so fond of them !

With all good wishes to you,

I remain,
Your affectionate father,
KALI NATH SINHA.

219.

BHAGULPORE,
19th January.

MY DEAR GOPAL,

I wrote to you last week, and have no letter from you to reply to. I do not mean to upbraid you, but simply desire, soberly and with affection, to remonstrate with you. I have received a letter from Kailash Babu. He regrets that he is under the painful necessity of informing me of your inattention to your business ; and of your keeping away from office for whole days without notice, reason, or apology. Under these circumstances, Kailash Babu adds, he cannot permit you to complete your term of apprenticeship unless you at once offer an ample apology for the past, and do well henceforth. If you have any regard for your father, and affection for your mother, if you have any eye to your own interest, if you wish to see peace and comfort reign in our family, then I beseech you to give up your indolence, and attend carefully to business. Study closely your master's temper, receive his orders with respect, and carry them out with alacrity. Success can only be attained by

overcoming difficulties. Wealth can only be relished, if got through exertion. The day, I hope, will come, when you will look upon these difficulties as a blessing. May God give you firmness to bear them.

I remain,
Your affectionate father,
RAM RATAN MOOKERJEE.

REPLY

220.

MY DEAREST FATHER,

I cannot tell you how much good your letter has done me. I knew perfectly well that I was not doing the right thing; I knew I was not doing myself any good; but the temptation to idleness or pleasure with friends made me stifle my conscience for the time being, and so I continued to neglect my duty and my best interests.

But your kind letter has brought me to myself again; it has helped me more than I can tell you. When I realised how my conduct grieved you and mother, it was impossible for me to go on as I have been doing; and the thought of your sorrow and goodness has given me new strength and determination. I really feel another man. I am filled with more vigour than I have ever yet been conscious of; I feel that I have been given both the will to face all difficulties and the power to overcome them.

So I have once more thrown myself into my work with zeal, and, you will be happy to hear, Kailash Babu

has already spoken well of me. What is more, he has been good enough to say that he intends to let you know that I am doing better.

I hope I shall never again give you so much uneasiness, and I remain,

My dearest Father,
Your affectionate son,
Gopal Chandra Mookerjee.

On the Anniversary of a Birthday.

221.

Address———,
Date———.

My very dear Son,

You may be sure that we have none of us forgotten your birthday to-morrow, and only regret that we cannot be with you to celebrate it.

May it be indeed a happy day, and an earnest of many happy days and years to come. Such seasons as these give us opportunities for reflection :—on God's goodness and our own frailty and imperfection; on the wonderful way in which His Providence has led us in the past; and on the need of more resolute endeavour and of firmer faith for the future. May God help and bless you; guide you in all perplexities; strengthen and shield you in all temptations, and help you always so to live that all around you may be the better and the happier for your having been among them. Such is the prayer of your ever affectionate father,

John B. Simpson.

ANSWER TO THE ABOVE.

222.

Address———,
Date———.

MY DEAR FATHER,

Your kind letter was very welcome, and I thank you very much for it, and for all your good wishes. We have been so busy at the office this last week, that I fear I should almost have forgotten it was my birthday, had it not been for your welcome lines. I hope that I may indeed prove worthy of the love and care you have so freely given me; and that your good wishes and prayers may be happily fulfilled. My best love to all at home.

Your affectionate Son,
CHARLES B. SIMPSON.

BIRTHDAY LETTER WITH A PRESENT.

223

Bhowanipur Road,
January 3, 1902.

MY DEAR COUSIN HARRIET,

To-morrow being your birthday, I write to wish you many happy returns of the day. Will you please accept the enclosed little present, as a slight token of my affection. With all good-wishes, believe me,

Your most affectionately,
EVELINA M. DE SOUZA.

ANSWER TO THE ABOVE.

224.

Tank Square,
January 4th, 1902.

DEAREST EVELINA,

Many, many thanks for your charming present. It was just the very thing I wanted. I shall value it greatly, both for its own sake, and as a token of your affectionate remembrance. I have had a delightful day; and have been quite overwhelmed with letters and presents, specially from my numerous nephews and nieces. I am getting on in years; but somehow I seem to feel younger than ever; I think it is because I have so many bright young lives around me, who are so dear to me. Your love is not the least of these my many blessings.

Your loving Cousin,
HARRIET ANNANDALE.

CHRISTMAS GOOD WISHES.

225.

Monghyr,
December 28th, 1896.

MY DEAR BROTHER WILLIAM,

We all join in wishing you a merry Christmas and a bright and prosperous New Year. Father and mother are so very busy just now—Father is helping the Chaplain to get up a Christmas Eve entertainment for the Infant School Children; and mother—well you know how busy

mother always is at this time—but I expect that one or the other will find time just to put in a line before this goes to the post. We are going to have our usual poor children's party, and have all been saving up our pice, and going without sweetmeats for the last three months, so as to have plenty to give them. Thank you very much, dear William, for sending us your contribution to the feast; I am afraid you must have given really more than you can afford. Father has got up such a treat for the poor children's feast. What do you think—he has made an Elephant's head of cardboard and wire-work; with great flapping ears, and a long dangling trunk, and a mouth that will open, and four great stumping legs. Roger is to be the front part, and wear the two front legs; and Sam will be the hind legs. The back is made of cardboard, and all the children's toys will be put in a clothes-basket held up by straps over the boys' shoulders, so that they will have their hands free. The basket hangs between them; Roger will put one hand behind him, while Sam picks out the toys from the basket and gives them to him one by one, and then Roger opens the elephant's mouth and puts the present through for the mouth to take hold of. Nelly is to be the mahout; mother has made her such a pretty dress for it. I helped the boys yesterday to try it on; the cardboard and basket are quite covered all round with big pieces of coloured cloth and tinsel-work. When it was finished and Nelly began to lead the elephant about, it looked really quite grand. I shouldn't wonder if some of the children think it is a real elephant. I hope they won't be frightened. Do you remember, two years ago, when

you were dressed up as Father Christmas, with a huge sackful of toys, how that little tot Billy, widow Menries's little boy, called out so earnestly, when you were leaving the room, "*God bless you, Father Christmas!*"

It is a shame that you can't come home this time; it will be the first Christmas that we have not all been together. But, as you say, you have only just joined the business; and you, poor fellow, will be hard at work serving in the shop, and then putting things to rights, till nearly midnight, while we are having all our Christmas Eve fun. I wish the people in Calcutta would do their shopping earlier, and so give the shop-assistants a chance. However Uncle George will look after you on Christmas Day and give you a good dinner. Please give our united love to him and Aunt. I hope you will manage to be with us next year; it won't be half fun without you.

Your affectionate sister,
JANE EVERETT.

226.

NEW YEAR'S GOOD WISHES.

22 George St., Liverpool,
December 29th, 1905.

DEAR UNCLE TOM,

We all join in wishing you and dear Aunt a very bright and happy New Year, and many of them. We were so sorry that you and Aunt could not be with us

this Christmas, and still more for the cause. How is dear Aunt? We all hope she is getting better. Please give her our best love and good wishes, and accept the same yourself.

From your affectionate nephew
GEORGE SINCLAIR.

II. LETTERS OF SYMPATHY.

Letters of sympathy, whether of condolence or of congratulation, are especially hard to write The occasions which call for them are too real to be adequately dealt with by coventional forms and phrases. Invitations to dinner parties, and the like, can be made, or accepted, in certain stereotyped formulæ, as readily as if done by machinery. But letters of sympathy, to be effective, must be what the word itself implies. Sympathy is "feeling with others," sharing in their joy, or entering into their sorrow. If we all were what we should be, it would be as natural and as instinctive for us to sympathize with the pleasures or the troubles of our neighbours as it is to breathe. But unfortunately we are very far from perfect, even the best of us; and the habit of sympathy has to be cultivated as carefully as all other good habits; and it is perhaps the hardest of all to maintain. So that every occasion for writing a letter of sympathy is an opportunity for valuable self-discipline. Living as we do in a complex and artificial state of society, some outward forms are necessary for our guidance in the expression of sympathy, whether in act, or word, or in writing. But the main thing is hat

we should really feel. Therefore, before writing any such letter, sit down, and try to realise as vividly as possible, the situation of the person to whom you are writing; what his feelings will be when he opens your letter; what kinds of thoughts will be most helpful to him; what ways of expressing your esteem and affection will best enable him to bear up under a great sorrow, or will most readily add brightness to his joy. The following series of letters covers the majority of cases of condolence or congratulation that occur in the ordinary round of human life; and they may prove useful guides to those who are called upon to write under conditions at all resembling them. But the main qualification for writing all such letters well is——

"A heart, at leisure from itself,
To soothe and sympathize."

It may be added that the style and substance of letters of this class will depend greatly upon the relation between the writer and the person addressed. What would be graceful and pleasing from a relative or an intimate friend might be disagreeable or impertinent from a mere acquaintance or an official subordinate.

227.

On the death of a Wife (and Mother).

(Mr. Grey is a civilian who had recently received an appointment in Calcutta).

Ballygunge,
April 7th, 1894.

My dear Grey,

We have been so terribly shocked and distressed by the news we heard only this morning. We can hardly

even realize it; it seems as if it could not be true, that your dear wife, whom we met but last week, looking so well and bright, has been suddenly taken from you. Words seem cold and useless in the presence of such a desolating bereavement. We are the more distressed because you have no relative now with you, or even near at hand. I shrink from intruding upon a sorrow so overwhelming, but if I can be of the least assistance, if I can help you in any way, I will come at once. My wife would like to send the carriage to bring your little girl to stay with us for a few days; she and our little Dolly would be sure to be good playmates. Please do not write a note; but send word by the chuprassie who bring this, and the carriage shall be sent at once, with our ayah who is the best of nurses. If there is anything we can do for you, it will be a kindness to let us know. May God help and sustain you in this dark hour.

With sincere sympathy, believe me
Most truly yours,
JAMES B. EVANS.

E. W. Grey, Esq.
Chowringhee.

228.

Girls High School,
Mussoorie,
April 10th, 1894.

DEAR MR. GREY,

I must write at once to say how deeply grieved I am at the sad news which come to me this morning in

a letter from my cousin at Howrah. Your wife and I were great friends during my last year at Girton ; I never knew any one so bright and full of spirits, and at the same time so affectionate and unselfish. She was a favourite with everybody at college ; and I think I missed her more than any of my fellow-students when I left Cambridge to come out to my appointment here. I am so glad that I had that happy time you both gave me these last Christmas holidays in my visit to Calcutta; when for the first time I saw her in her own home and among her friends, the life and soul of everything. How she will be missed ; and for you, dear Mr. Grey, what an awful blank it must be. Thank God, you have your darling little Trixie ; she will, I know, be a comfort to you. She often used to look the very image of her mother, especially in some of her quaint little ways. And you will have the comfort and joy of knowing how deeply and widely your dear one was beloved, and what a place she holds in the memory and affection of so many whose lives she brightened and strengthened. I always think of her as the original of Mrs. Browning's lines——

"She never found fault with you, never implied
Your wrong by her right ; and yet men at her side
Grew nobler, girls purer, as through the whole town
The children were gladder that pulled at her gown.

Were it no that I believe she is with you still ; and that, though unseen, she will be to you, day by day, and year by year, an evergrowing source of inspiration and strength, I could not bear to mock you with empty con-

dolence or with memories of the past that contrast, oh, so bitterly, with the darkness of the present.

With true sympathy,
Sincerely yours,
CAROLINE SMITH.

The foregoing letter is an example of the use that may sometimes be made of an apt and striking quotation. Nothing indeed can be more tawdry than a trite and ill-chosen couplet; but a good quotation which is happily appropriate, may often more than double the effectiveness of an entire letter. Indeed the choice of such a quotation may sometimes inspire the letter itself, and lead a person to "write up" to it, who would otherwise have penned something quite flat and common place; it may therefore not be amiss to subjoin here a list of quotations of the kind best suited to such occasions. Not more than one quotation should ever be used.

But where, where, where
Is the child so dear to me,
With the silken-golden hair,
Who sobbed upon my knee.
Anon.

If thy small hands that late were clasped in pain
Could clasp us every day to God and thee,
Drawing as childwards, heavenwards again,
By their mere whiteness everlastingly,
Then, humbled and consoled by so much grace,
We might less hungrily desire thy face.
Elizabeth Rochel Chapman (circ. 1600).

Death is but crossing the world, as friends do the seas; they live in one another still.

William Penn. (1644-1718).

And yet, dear heart! remembering thee,
Am I not richer than of old?
Safe in thy immortality,
What change can reach the wealth I hold?

* * *

And when the sunset gates unbar,
Shall I not see thee waiting stand,
And, white against the evening star,
The welcomé of thy beckoning hand?

Whittier.

Death, with the might of his sunbeam,
Touches the flesh, and the soul awakes,
Then———

R. Browning (1812-1889).

The souls' dark cottage, battered and decayed,
Lets in new light through chinks, that Time hath made:—
Stronger by weakness, wiser men become
As they draw near to their eternal home.
Leaving the old, both worlds at once they view
That stand upon the threshold of the new.

Edmund Waller (1606-1686).

"'Tis strange that those we lean on most,
Those in whose laps our limbs are nursed,
Fall into shadow, soonest lost:
Those we love first are taken first.
God gives us love. Something to love
He lends us; but, when Love is grown
To ripeness, that on which it throve
Falls off, and love is left alone.

Tennyson.

His memory long will live alone
  In all our hearts, as mournful light
That broods above the fallen sun,
  And dwells in heaven half the night.

Ibid.

But O for the touch of a vanished hand,
  And the sound of a voice that is still!

Ibid.

So much the vital spirits sink
To see the vacant chair, and think,
'How good! how kind! and he is gone.'

Ibid In Memoriam, St. XX.

I hold it true! whate'er befall;
  I feel it, when I sorrow most;
  'Tis better to have loved and lost
Than never to have loved at all.

Ibid St. XXXII.

Be near us when we climb or fall:
  Ye, watch, like God the rolling hours
  With larger other eyes than ours,
To make allowance for us all.

Ibid. St. L.

To wander on a darkened earth,
  Where all things round me breathed of him.

Ibid. St. LXXXIV.

Ah dear, but come thou back to me:
  Whatever change the years have wrought,
  I find not yet one lovely thought
That cries against my wish for thee.

Ibid. St. LXXIX.

Known and unknown ; human, divine ;
Sweet human hand and lips and eye ;
Dear heavenly friend that canst not die,
Mine, mine, for ever, ever mine.

Ibid. St. CXXVIII.

Whose life was work, whose language rife
With rugged maxim hewn from life.

Ibid. Wellington Ode.

O my lost love, and my own, own love,
And my love that loved me so !
Is there never a chink in the world above
Where they listen for words from below ?

Jean Ingelow.

And I smiled to think God's greatness flowed around our incompleteness—
Round our restlessness, his rest.

E. B. Browning.

'Tis only when they spring to heaven that angels
Reveal themselves to you.

R. Browning, Paracelsus.

God's in his heaven,
All's right with the world.

Ibid. Pippa Passes.

The path of sorrow, and that path alone
Leads to the land where sorrow is unknown.

Cowper, Epistle to a Protestant Lady.

Give sorrow words ; the grief that does not speak
Whispers the o'er-fraught heart, and bids it break.

Shakespeare.

There is no death ! what seems so a transition ;
This life of mortal breath
Is but a suburb of the life Elysian,
Whose portal we call death.

Longfellow, Resignation.

229.

FROM THE RAJAH OF ———

TO MR. GREY (SEE NO. 227)

Hughli,
April 11th, 1918.

MY DEAR SIR,

With profound sorrow I have this morning heard from the Magistrate here of the terrible bereavement with which Providence has visited you. I trust that you will forgive me if I venture to intrude upon your grief with expressions of my heartfelt sympathy; remembering as I do the many acts of kindliness and friendship which I received from you and your wife during the two years you were stationed here. She was always so courteous, so considerate; and those who had the honour and the pleasure of enjoying the hospitality of your home will ever most gratefully cherish her memory. Her presence was like the sunshine; it gladdened all who came near it. We all mourn her loss; and are one in our deep sense of the grief which has overwhelmed you. May you be consoled and sustained in it by the thought of the genuine regard in which she is so universally held.

Believe me,
My dear Sir,
Most truly yours,
SOURINDRO MOHAN TAGORE.

E. W. GREY, ESQ.,
CHOWRINGHEE.

REPLIES TO THE ABOVE.

230.

CHOWRINGHEE,
April 13th, 1908.

MY DEAR RAJAH,

YOUR kind letter of sympathy is very welcome to me. My dear wife felt very strongly that all creeds and classes in India should try to understand and sympathise with each other; and I am very glad to find that the little we were able to do in that direction has been so warmly appreciated. For me the light of life is extinguished.

Believe me,
My dear Rajah,
Very sincerely yours,
EDWARD W. GREY.

RAJAH SOURINDRO MOHAN TAGORE,

MR. GREY will have received from his European friends and acquaintances hundreds of letters of condolençe, of which No. 228, may be taken as a type. It would be obviously impossible for him to answer them individually; nor would it be expected of him. He will have a note printed, and send this in envelopes addressed severally to each of his correspondents. The note-paper and the printing would be of the best. Formerly the

paper would have been heavily black-edged; but this black edging is now-a-days dispensed with, in such printed notes; and indeed even for ordinary correspondence it is often not used, or made very narrow. Mourning cards are similarly going out of fashion; and the notice of the death which is sent to the newspapers often ends with the phrase "No cards." These changes in social custom result from the diffusion of truer thoughts and feelings on the subject of death and our relations with the departed.

The following is an example of a printed note in reply to letters condolence.

231.

Mr. and Mrs.———and family thank their friends most sincerely for kind expressions of sympathy in their bereavement.

Place———

Date———

The note would begin, Mr.———and family; Mrs. ———and family; in the case of a widower or a widow; and the words "and family" would be omitted if there were no grown-up children, old enough to take part in social functions. *Such notes must not be sent in open envelopes with a half-anna stamp* (or ½*d* stamp), which would be to degrade them to the level of a tradesman's circular.

Similar printed notes may be sent in reply to letters of sympathy in cases of sickness, accident, etc. They should be addressed on the envelope to the lady of the house.

232.

ASKING A FRIEND TO BREAK THE DEATH OF A HUSBAND TO HIS WIFE.

CHOWRINGHEE, CALCUTTA,
August 2nd, 1896.

DEAR MRS. JONES,

Such terrible news; and I shall have to ask you to undertake a most difficult task. Poor Mr. Walters, one of the Professors of the Presidency College, was thrown from his trap this morning on his way to the College. The horse was frightened by a motor car and bolted, and the poor fellow fell head foremost on to the pavement. He was quite unconscious, never spoke or made any sign, and died within an hour.

Now I want you to break the news to his poor wife. You know her quite as well as any one does in Simla; and I am so fearful lest she should see something about it in the papers; it would be such a dreadful shock were the news to come to her in that way. And as he lived in the flat below us, and we were always on very friendly terms, my husband thinks we ought to take the first step.

and he has asked me to write to you. I feel sure you will help me, though I keenly realise what a terribly difficult task I am putting upon you.

The syce came back within half an hour after the accident happened ; that was how I first heard of it. Fortunately the police-inspector who was in the street at the time was fully qualified to administer first aid, and Dr. W——, who was sent for at once, told me himself that no one could have been more carefully attended to when they moved him to Mr. N——'s house close by. I went there as soon as I heard the news ; and saw Dr. W——before I came away. The poor fellow was not at all disfigured, but lay on the bed in a room on the ground-floor, looking as if he were asleep, only very pale. Dr. W— particularly said that he could not have suffered any pain. She, poor thing, will want to hear every detail. I feel so sorry for her, and for you too. It is a sad business.

Yours very sincerely,

CONSTANCE D. WHITMAN.

NOTE.—In the foregoing letter it should be noticed how the writer, with a woman's instinct, notices every detail which may enable her friend to convey the news to the widow as gently as possible ; to paint the mask of death as fair as may be.

FROM BABU HARI MOHAN BASU.

PROFESSOR OF SANSKRIT IN THE PRESIDENCY COLLEGE,

TO MRS. WALTERS.

233.

COSSITOLLAH,
August 5th, 1896.

DEAR MADAM,

As one of Professor Walters's colleagues on the staff of the Presidency College, may I be premitted to express to you the profound grief which we all feel for the loss which has so suddenly come upon us, a loss to you so overwhelming. Highly-gifted as he was, and unrivalled both as scholar and a teacher, in this sad hour our thoughts turn rather to those qualities which so much endeared him to us all, Professors and students alike; his urbanity, his gentleness, and the sweet patience which inspired even the dullest of his pupils with hope and fresh resolution. We feel that his loss is to us irreparable. We venture to intrude upon you at this time in the hope, dear madam, that it may somewhat comfort your heart to know how much your husband was esteemed and loved, and how deeply we all sympathise with you in your deep sorrow. Sudden and terrible as the blow has been, we may be thankful that he was spared the trial of a long and painful illness; and that of his end we may say—

"God's finger touched him, and he slept."

Believe me,
Dear Madam,
With the profoundest sympathy and respect,
Most truly yours,
HARI MOHAN BASU.

MRS. WALTERS,
CHOWRINGHEE.

FROM THE HEAD CLERK

AT THE OFFICE OF THE PRESIDENCY COLLEGE,

TO MRS. WALTERS.

234.

239, CIRCULAR ROAD, CALCUTTA,
August 5th, 1896.

MADAM,

Though I have no claim on your attention, yet I hope I may be allowed to add one more to the many expressions of grief and regret for Professor Walters's sudden removal from his earthly sphere of duty. A deep gloom seems to have overspread the College; the students go about with sad and noiseless footfalls. Your much-honoured and much-loved husband was indeed dear to us all. He was always ready with a cheerful salutation, and a kindly word to myself; and he was always willing to help others, and most considerate in his dealings with every one on the staff, no matter how lowly. We all most deeply regret his loss.

I have the honour to remain,
MADAM,
Respectfully and obediently yours,
KALIPADA BHADURI,

Head Clerk, Office of the Presidency College.

MRS. WALTERS,
CHOWRINGHEE.

FROM BABU DINA NATH GHOSE,

STUDENT; ON BEHALF OF THE STUDENTS OF THE B. A. CLASSES AT THE PRESIDENCY COLLEGE.

235.

PRESIDENCY COLLEGE, CALCUTTA,
August 5th, 1896.

MADAM,

I have been asked by my fellow students of the B. A. Mathematical Classes at the Presidency College, lately under the charge of Professor Walters, to convey to you, Madam, an expression of the deep regret we all feel in our sudden and irreparable loss, and of the still deeper sense we have of the overwhelming sorrow which has befallen yourself. We pray that you may be strengthened by divine Providence to endure this terrible trial. In the presence of that great sorrow we feel it almost presumptuous for us to speak; yet we cannot help telling you how deeply your husband had endeared himself to us all, and how profound is our sense of his goodness and his worth. We can hardly hope to have such a teacher again.

I have the honour to remain,
MADAM,
On behalf of my fellow-students and myself,
Most obediently and respectfully yours,
DINANATH GHOSH.

MRS. WALTERS,
CHOWRINGHEE.

REPLIES TO THE ABOVE.

There is no need to give examples of the numerous letters of condolence which Mrs. Walters will have received from her friends and relations; most of which will have been answered by a printed note of the kind given in No. 23. She would however probably feel it a duty to send individual replies to the three foregoing. They may be both interesting and useful as examples of a peculiar and difficult kind of correspondence.

236.

CHOWRINGHEE,

August 10th, 1896.

DEAR PROFESSOR BASU,

I must thank you for the kindness with which you have written about my dear husband and his work at the College. My only consolation is to know how widely and deeply he endeared himself to all among whom he moved; and indeed, as you truly say, terribly sudden as the end was, it is well to know that he fell in active duty, and in the full vigour of his faculties, without pain, without weariness, suddenly translated to a higher sphere of activity.

Again thanking you, dear Professor Basu,
Very sincerely yours,
EMILY N. WALTERS.

Professor Hari Mohan Basu,
Presidency College.

237.

Mrs. Walters begs to thank Babu Kalipada Bhaduri for his kind expression of sympathy in her terrible bereavement. It is a joy to her in the midst of her sorrow, to know how widely her husband had endeared himself to all with whom he was associated in the work of the College.

CHOWRINGHEE,
August 11, 1896.

238.

Mrs. Walters begs to thank Babu Dinanath Ghose, and his fellow-students of the B. A. Mathematical Classes at the Presidency College for their touching expression of the affectionate esteem with which they cherish the memory of the late Professor. That his influence as a teacher has been so deep and so real is now her chief source of strength and consolation.

CHOWRINGHEE,
August 11th, 1896.

239.

ANNOUNCING THE DEATH OF A MOTHER TO A SON.

CHINSURAH,
November 2nd, 1889.

MY DEAR SON,

My recent letters will have somewhat prepared you for the sad news I have now to convey. You noticed all through the summer vacation how your mother's

strength was failing, and it will be a consolation to you now as it is to me, to remember how carefully and kindly you attended to her comfort, and anticipated her every want while you were at home. During the last four days the illness from which she had so long suffered rapidly developed in intensity; and at his first visit the medical attendant could give us no hope—she expired in my arms yesterday evening, soon after eight o'clock. Happily her end was painless. She was very feeble and spoke very little. Towards the last she was evidently scarcely conscious of her surroundings; but several times I heard her whisper your name very earnestly, again and again. You will, I know, not allow this great sorrow to hinder or frustrate your work at the College, on which your whole future depends. You will rather, I know, show your reverence for her memory by that steadfast devotion to duty which it has always given her so much delight to witness in you. You will of course be with us for the last sad offices of respect and affection due to the departed; the Principal of your College will readily give you the necessary leave of absence. Farewell, my dear son, for the present. You are now the centre of all my earthly hopes; do not fail me. I look forward with great longing to having you again at home, even though it can only be for a few short days.

Your loving Father,
MOHENDRANATH GHOSE.

BABU DINANATH GHOSE,
Presidency College, Calcutta.

240.

REPLY TO THE ABOVE.

PRESIDENCY COLLEGE, CALCUTTA,
November 3rd, 1889.

MY DEAR FATHER,

Your letter was indeed a great shock to me, though I knew that my dear mother's health was very precarious. Yet I had always fondly hoped that she would be spared certainly for some few years more, until I might have given her the pleasure of seeing a successful termination of my College Course. That hope is frustrated; and I can now only cherish her memory with an ever deepening reverence and love. I have seen the Principal of the College; he readily granted me leave of absence, and desired me to express to you his sincere sympathy in your bereavement. For me henceforward my great aim in life will be to solace your remaining years with filial devotion. As soon as I can get a few necessary matters settled at the College, I will take the next train for home: so that we shall speedily meet.

I am, my dear Father
Most affectionately and dutifully yours,
DINANATH GHOSE.

BABU MOHENDRANATH GHOSE,
Chinsurah.

241.

ANNOUNCING THE DEATH OF A FATHER TO HIS DAUGHTER.

110, BOW BAZAR STREET, CALCUTTA,

September 12th, 1901.

MY VERY DEAR NIECE,

I am deeply grieved to have to tell you that your dear father passed away at 7-30 this morning. As you know he had been ill for a long time, but we none of us imagined that the end was so near. He was quite cheerful yesterday; indeed seemed better than usual; and when I went to say good night to him, he spoke of you, and hoped to see you as soon as you were strong enough to leave home. But the nurse noticed a change in the early morning, and called me to his bedside; and as I stood there, he gently breathed his last. We sent word to the doctor; he came soon after, and said that it was heart-failure, due to his advanced age. I wish you could have seen him again; but you were always in his thoughts; and I am sure you are unselfish enough to be glad that he is relieved from his weakness and suffering. The funeral is fixed for this evening; and your uncle will see that everything is arranged as you would wish. In the midst of my sorrow for the loss of my dear brother, your father, it is some comfort to feel that I was able to be with him in his last illness.

With love and deepest sympathy,

Ever your loving Aunt,

ISABELLA DE SOUZA.

242.

REPLY TO THE ABOVE.

MIDNAPORE,
September 13th, 1901.

MY DEAREST AUNT,

My dear father's death came as a great shock, and I cannot tell you how grieved I am not to have seen him again. But, as you say, it is better for him. When I saw him last, six months ago, he was very weak, and seemed then to be longing to go. I cannot tell you, dear Aunt, how grateful I am to you for your loving care of him, when circumstances made it impossible for me to be with him. I know how devoted he was to you, and he could not have been in better hands. Excuse a longer letter, as I feel rather overwhelmed at present. Thank my dear uncle very much for all he is doing for us. Fred is leaving at once for Calcutta to help you in the necessary business arrangements. I wish I would come too, but you know it is impossible just now.

With much love to you and dear Aunt,
Your ever grateful niece,
EMMELLINE DE CRUZ.

243.

ANNOUNCING THE DEATH OF A BROTHER.

From the Mother to her Daughter.

AGRA,
March 30th, 1901.

MY DEAREST CONSTANCE,

I am afraid, my dear girl, that the news I have now to send you will come upon you as a terrbile shock,

I only wish that instead of having to send you the bare facts on paper, I were near enough for us to comfort each other by our mutual sympathy. Only yesterday morning your brother went off to his work as usual, but after a couple of hours, to my surprise, I saw him returning home; and going out to meet him, noticed that he was looking extremely pale. But he reassured me, saying that it was only a slight attack of indisposition. I therefore quite hoped that a day's rest in bed and a little careful nursing would completely set him up again. But, alas, in a few hours there were symptoms which alarmed me; so I sent at once for Dr. McIntosh. As soon as he arrived I took him to James's room, and he saw at a glance that it was a case of cholera; but, in his opinion, only a light case; and he hoped that, with prompt measures and careful nursing, the patient would pull through. Your dear brother's sole thought was to spare me anxiety; and it is touching now to remember his cheerful remarks and his playful allusions to "little Connie" at school. The Doctor's care and attention were unremitting; and though, of course, I could not but be terribly anxious, yet I was confident that by the morning your dear brother would be out of danger. Dr. McIntosh had arranged to spend the night by James's bedside; but shortly after eleven an urgent summons came for him, and he was obliged to go. He left me full directions what to do; and the good old ayah was my right hand. I cannot now tell you in detail what that night was; nor how our hearts ached at the sight of James's sufferings. But towards three o'clock it was evident that a change for the worse had set in; and

shortly afterwards he became unconscious, and at a quarter to four I saw that our darling boy had gone to join his father in the home where there is no more parting.

I am writing to your Head Mistress to ask her whether under the circumstances she will allow you to return home now, as the end of the term is so near. I am sure that you, my dear child, would find it almost impossible to give your mind to your lessons; and you are all that is left to me now. I long to have you here, to be my little comforter. So with tenderest love

I am,
Your loving mother,
AMELIA WORTHINGTON.

REPLY TO THE ABOVE.

244.

LA MARTINIERE,
Calcutta, March 31st, 1901.

MY DARLING MOTHER,

I can hardly believe the terrible news your letter has brought. It seems as if it cannot possibly be true, that our dear James has left us. I cannot write much about it; for it seems almost more than I can bear: and my one longing is to get home to you. Oh! how thankful I am mother dear, that you have arranged that. But you always think of everything, and James was just like you in that; always so kind and so thankful. I don't think any one ever had such a brother before; and it

seems so terribly hard to lose him. Miss Simpson has been so kind to me, and says that of course she will let me go; and she is writing to you to let you know the train I shall come by. I am counting the hours till I see you. Good-bye till then, dearest mother,

Your loving daughter,
CONSTANCE.

ANNOUNCING THE DEATH OF A CHILD TO A FRIEND IN ENGLAND.

245.

5, LOUDON St., CALCUTTA,
July 4th, 1897.

MY DEAR SMITH,

I fear I have been rather remiss in writing to you of late; and am indeed deeply grieved that the news which compels me to write now will be as sad for you to hear as it is for me to tell. It is less than two years since you left India, and you will remember our little Alice, of whom you used to be so fond. She was just turned three when you bade us farewell. Alas, she is no more with us. The hot season was very trying this year, and she looked so pale, poor little thing, and seemed so listless, that my dear wife and I felt that we must make up our minds to the inevitable parting, and send our Alice to live with her Aunts in England. That is the curse of India; this inevitable parting with all that is dearest to us. But now, alas, that lesser parting, painful as it would have

been, is made impossible by a separation that divides us from her for ever, so far as this world is concerned. To you I can write freely; we were always such close friends in the old days at Uppingham; and that school-boy friendship has been deepened and ripened by all we have seen of each other since we both came to India.

Good-bye, I cannot write any more

F. SMITH ESQ., Yours ever,
Ashgrove, Kent. JOHN E. TURNER.

REPLY TO THE ABOVE.

246.

ASHGROVE, KENT.
August 5th, 1897.

MY DEAR TURNER,

Your letter does indeed convey sorrowful news. Dear little Alice, I remember her so well; she always used to call me the "*Bandar Sahib*" because, you will remember, I had a pet monkey in the rooms where you and I chummed together in our bachelor days.

Please tell Mrs. Turner how deeply I feel for her, and how tenderly I shall henceforward cherish the memory of the dear little one. Can you send me the most recent photograph you have of her I think you used to have one taken every half year. They will be very precious memorials to you now. Tell your wife I would have written a letter to her as well, but there will be barely time for me to catch the mail as it is; and I knew that you would read this letter together.

With deepest sympathy, I remain,
ever your friend,
FRANK SMITH.

From a Zamindar to an English friend about his son's illness.

247.

Purneah,
16th August, 1903.

Dear Mr. Cochrane,

I am in great trouble. My little son, whom you have seen recently, and who has always been such a strong little fellow, is dangerously ill, and our local doctor is at a loss to diagnose the complaint. He suggests calling in further advice, I am troubling you with this letter, for you know well how dear the child is to me. There are so many clever doctors in Calcutta, and you will perhaps know which of them has made the diseases of childhood his particular study. Or from your knowledge of this district, before you were transferred to your present appointment, you may know of one nearer here, and time presses. In such a serious crisis I should not hesitate on the score of expense; my one wish is to procure the best possible advice.

I enclose a letter from our own doctor describing the symptoms, as this may help you in your choice; and I should be most grateful to you if you would act in the matter at once. I leave it entirely to your judgment. Pray excuse the trouble I am giving you; my great anxiety must be my excuse.

Donald M. Cochrane Esq.,
Calcutta.

Believe me,
Yours very sincerely,
Kaly Prosanna Mookerjee.

REPLY TO THE ABOVE.

248.

CALCUTTA,
August 17th, 1903.

DEAR KALLY BABU,

I am indeed grieved to hear of your little boy's illness and am writing by return of post to give you the best advice I can think of. I was fortunate enough to meet my friend Dr. N.————————————of the Medical College just after receiving your letter, and he assures me that you cannot do better than call in Dr. F.——————of S——————, as he has the highest opinion of his abilities, especially in the treatment of children. For one thing, he will be, so much more easily accessible than any one in Calcutta. Excuse a hasty note, as I am anxious not to lose the post.

I shall be anxious to hear from you again and trust you will be able to send a much better report.

With much sympathy, believe me,
Yours sincerely,
DONALD M. COCHRANE.

BABU KALLY PROSANNA MOOKERJEE.

YOUNG LADY TO HER MOTHER INFORMING HER OF A PROPOSAL.

249.

BHOWANIPORE,
January 2nd, 1907.

MY DEAREST MOTHER,

I wonder whether you will guess the news I have to tell you in this letter. Yesterday evening Mr.

Damant, of whom we have seen a good deal since I came to stay here with my Aunt, joined us as we were walking in the Eden Gardens, listening to the Band. He was talking very politely to my Aunt, but he asked him to excuse her as she was rather tired of walking, and begged us not to interrupt our walk; she would take a few turns in the carriage up and down the Esplanade. Uncle, however, insisted on accompanying her: So Mr. Damant and I were left alone. We took two or three turns round, among the other people; and then Mr. Damant asked me to come and listen to the music rather further off, where he said it sounded so much better away from all the noise of people walking and talking. It was indeed very beautiful, the music and the moonlight, and pretty ferns and palm leaves all round us. Well, dearest mother, what do you think? We had hardly taken two turns in this part of the garden, alone together, when Mr. Damant suddenly told me how fond he was of me, and asked me to be his wife. I was so taken aback, I had'nt the least idea what to say or do. But I told him that I could'nt possibly say anything without asking you first; and I begged him to take me back to my Aunt in the carriage. He promised not to say a word more till I had heard from you.

Dearest Mother, do write soon and give me good advice. I like him much better than any man I have ever seen, and I think I could be very happy with him. But it all seems so strange; I fell quite bewildered. Do write soon.

Ever your loving child,
SELINA GOMEZ.

REPLY TO THE ABOVE.

250.

CALCUTTA,
January 3rd, 1901.

MY DARLING CHILD,

Your letter has moved me very deeply; and I do hope and trust that this will be the beginning of very great happiness for you. I am so glad that my darling can fully trust me, and that you have told me all about it before binding yourself in any way. I feel sure that your Aunt would not have allowed any one to be so intimate a visitor as Mr. Damant seems to have been, had she not been well assured that he was all that I could wish him to be.

I am writing to her by this post, and also to a friend in Calcutta who has known the Damants a long time; a friend in whose sound judgment I feel sure I can trust. My own knowledge of the family has been very slight. It is so important a matter, and your whole life's happiness is so much bound up with it, that I dare not say anything definite, till I have heard from your Aunt, and from my friend So you must be patient for a few days. Life needs patience, as you will find out more and more as you grow up.

Good-bye for the present, darling; you will hear from me very soon.

Your loving mother,
ANNIE GOMEZ.

LETTER ANNOUNCING THE ENGAGEMENT OF A DAUGHTER.

251.

SERAMPORE,
January 11th, 1901.

MY DEAR MARGARET,

I have quite an interesting piece of news for you to-day, and will not delay another post to tell you of it. Selina is engaged to be married; of course we are all very excited about it, as it is the first engagement in the family. Her *fiancé* seems to be a very nice fellow in every way, and has a good position in Government service. The affair came off while she was staying with her Aunt at Bhowanipore, and the dear child writes so happily about it. As Mr. Damant, you see, does not live very far away we shall no doubt be seeing a good deal more of him; but as Selina is so young, the marriage will not take place for some little time yet. I know how you will rejoice with me in this happiness which has come to us all. We hear such good accounts of the young man's family and connections that it will be a pleasure to add them to our circle of friends. I must leave the rest of my news for another time, as I want you to hear this as quickly as possible; and I have, of course, many other letters to write on the same subject.

With much love,
Ever your loving friend
ANNIE GOMEZ.

REPLY TO THE ABOVE.

252.

ENTALLY,

January 12th, 1901.

DEAREST FRIEND,

Thank you so much for writing at once. Your letter does indeed interest me, and I will not delay a single day in answering it. Please congratulate most heartily dear little Selina from me. I think of her as a child, and she has grown into a woman! You have brought her up so carefully that I am sure she will make a good wife, and I am so glad the young man seems to be all you could desire for your darling. I shall be quite eager to pay you a visit and see him for myself.

With hearty congratulations,

Believe me,

Your loving friend,

MARGARET EVANS.

Invitations to a wedding are always in the form of a printed letter, unless special circumstances, such as the death of near relative, etc., makes it desirable for the ceremony to be as quiet as possible. The usual form for letters of this kind will be found among those contained in Chapter VII.

ANNOUNCING THE BIRTH OF A CHILD.

253.

BENARES,

May 7th, 1904.

MY DEAR AUNT,

Just a line to fulfil my promise and give you

the good news that little son (or daughter) arrived early this morning. Mother and child are both doing well.

Your affectionate nephew,
JOHN B. DAVENANT.

REPLY TO THE ABOVE.

254.

MY DEAR JOHN,

Thank you very much for writing so quickly. I am indeed delighted at your news. May the dear little one grow up to be a great blessing to you both. Much love to your dear wife, and tell her I will write more in a few days.

Your affectionationat Aunt,
MARY ROGERS.

FROM THE HEAD MASTER OF A SCHOOL
TO A ZEMINDAR, ON THE BIRTH OF A SON OR HEIR.

255.

———H. C. E. School,
June 8th, 1906.

SIR,

May I be allowed the honour of congratulating you on this auspicious event, the birth of a son and heir to your name and estates; an event whieh has filled our hearts with rejoicing. We all unite in the fervent wish that Providence may bless you and your son with long life and happy days; and that he may live to carry on

those works of piety and munificence which have been such an inestimable boon to the community in which it is our privilege to dwell.

I have the honour to remain,
Sir,
Yours most obediently,
Dinanath Biswas.

To Rajah Jotindra Mohan Ray,
Mymensingh.

FROM A HEAD CLERK TO A EUROPEAN MANAGER TO CONGRATULATE HIM ON THE BIRTH OF A DAUGHTER.

256.

The New Jute Works,
Cossipore, June 15th, 1901.

Sir,

It is with feelings unfeighned delight that we have heard the glad news of the advent of your first-born child. The cup of your joy is now full; and we all join in hearty felicitations to you and to do the lady who is the light of your home, on this happy occasion. We pray that the mother and daughter may be preserved in health and strength; and that the sunshine of your household may never know an eclipse. My fellow-clerks join with me in this expression of respect and esteem; and on their behalf, as well as for myself, I beg to subscribe myself.

Sir,
Your most obediently,
Kali Nath Banerji.

A. C. Lewes, Esq.

III. LETTERS OF FRIENDSHIP.

These differ from the foregoing chiefly in the fact of their being entirely spontaneous, and informal. On such special occasions as a death, a wedding, or the birth of a child, social custom demands an expression of sympathy from all persons who are in any near degree related to, or connected with the persons primarily concerned; so that to write such letters is obligatory. But in the ordinary incidents and relations of daily life there are frequent opportunities for the spontaneous expression of good will between persons who are either specially intimate, or who through the force of circumstances are brought for a time into special relations with each other. Letters written under these conditions are what we mean by letters of Friendship. The rules already laid down for address, situation, etc., at the outset of this book will apply here as elsewhere; and in the unconstrained intercourse of friendship exactitude of expression is of no great importance; the more free and natural the letter is, the better will it be appreciated. But the case is different when friendly feeling seeks to expresss itself between persons of differing nationalities, who are largely ignorant of each other's idioms of speech and social usages. The examples given under this section will therefore best be chosen from cases of this kind.

FROM A LADY MEDICAL MISSIONARY TO AN INDIAN GENTLEMAN.

257.

c/o THE REV. N—

January 2nd, 1904.

DEAR SIR,

I have only recently arrived in Calcutta, and shall soon be going up-country where my work will lie amongst scattered villages. Before leaving this city I should very much like to see the home of an Indian gentleman, about which I have read so much. I enclose a letter of introduction from a friend in England who has the pleasure of your acquaintance, and shall be greatly obliged if you would fix a day for me to call, at any hour which may suit your convenience.

Believe me,
Yours sincreely,
LAURA SEATMAN.

REPLY TO THE FOREGOING.

258.

PATHOORIAHHATTA,
January 3rd, 1904.

DEAR MADAM,

I am very pleased to find that my friend the Rev. Charles Broadbent, a gentleman for whom I have always entertained the highest esteem, has not forgotton me, though it is so long since he left India for the land of his birth. When next you write to him, please assure him of my affectionate remembrance, and say that I have

been much delighted by this opportunity of being of any service to one of his friends. The ladies of my household are looking forward with keen expectation to the honour and pleasure of seeing a lady so recently come from England.

If to-morrow afternoon will suit you, a carriage shall be sent to your door, and be in waiting for you there at four o'clock. I trust this arrangement will prove convenient.

Believe me, dear Madam,
Very truly yonrs,
MISS LAURA SEATMAN. NARENDRA NATH DE.

FROM AN INDIAN GENTLEMAN TO A CIVILIAN,
OFFERING HIM THE USE OF A COUNTRY BUNGALOW.

259.

ALIPORE,
July 22nd, 1901.

DEAR SIR,

It has come to my knowledge that you are desious of taking your family for a few weeks' change of air scene; and it occurs to me that my bunglow in the Rajmahal Hills, which is at present unused, might prove a very agreeable and healthy retreat. It is well-built, airy, and commodious; stands at a considerable height, so that there is always a fresh cool breeze blowing; it is surrounded by trees and a beautiful garden; there is a large tank suitable for swimming, and another well-stocked with fish; and a carriage aud pair would be at your service for a drive every evening, or on any other occasion. I have a library supplied with the best English books, a

grand piano in the drawing room, and a billiard-room. My own suite of rooms is entirely detached, and at a slight distance, so that whether I am there or not (my visits are short and at altogether irregular dates) you could feel completely independent and at home. My servants have been expressly trained to wait upon Europeans, and I think you will find the furniture and equipment of the rooms everything that you could desire.

The chief pleasure of my life has always been the society and friendship of cultivated Englishmen. On the few occasions when I have had the pleasure of meeting you, you have always shown me the most marked and considerate courtesy, and I shall be indeed glad if I can be of any service to you in the way I have above indicated. The obligation will be entirely on my side. I trust that you will not deny me the gratification which your acceptance of this invitation will give.

Believe me,
Dear Sir,

CHARLES N. WILSON, ESQ., C. S. I.

Very truly yours,

CHOWRINGHEE. LALIT MOHAN CHATTERJEE.

A CORRESPONDENCE ABOUT HINDU MUSIC.

260
CIRCULAR ROAD, CALCUTTA,
November 29, 1880.

DEAR SIR,

A friend of mine is now staying with me on a visit to India. He will be in Calcutta during the earlier part of the cold season; then, after a visit to Delhi on

the North West Provinces, will spend the rest of the year in the Himalayas. He wishes to make himself personally acquainted with the art and antiquities of Hindustan. He has read a good deal about Hindu music; but finds it extremely difficult to understand, though he is himself a very accomplished musician and quite familiar with the Mathematical and Scientific aspect of that art. I enclose his card, and should be much obliged if you could put him in the way of prosecuting this enquiry successfully, and as you are the leading Professor in the Hindu Music School, I feel that in applying to you I am coming to the fountain-head. I hope I am not putting you to too much trouble in making this request.

Believe me, dear Sir,
Very truly yours,
JOHN N. COATHAM.

BABU KALLY PROSUNNO BANERJEE,
HINDU MUSIC SCHOOL.

REPLY TO THE FOREGOING.

261.

HINDU MUSIC SCHOOL,
Nov. 30th, 1880.

DEAR SIR,

You are not giving me the least trouble; on the contrary you have conferred upon me a delightful privilege, in allowing me the honour of initiating your friend, Mr. Sidney Kenyon, into the intricacies of our musical art. It is so seldom that we meet with a European who is interested in any branch of oriental art, least of all music, that we shall welcome Mr. Kenyon's

advent with the greatest enthusiasm. But permit me to say that you have done me too great an honour in describing me as the "fountain-head" of musical information in Bengal. That title rather belongs to my revered patron, the head of the Hindu Musical School, the amiable and talented Raja Sourendro Mohun Tagore, Mus. Doc., C. O. I. E., etc., who is not only the Mecenas of musical art in Bengal, but is himself a most graceful and talented performer on our national instrument, the Sitara. Most fortunately it happens that to-morrow evening, Wednesday, there will be a grand concert in the upper room ot the Normal School, Chitpore Road, at which Professor Mowla Bux, the great Carnatic singer and instrumentalist (popularly described as the "Sima Reeves" of Bengal) will give illustrations of all the principal types of classical Hindu Mnsic. There will also be several renderings of Vocal Music, and symphonies on the Sitara by the classes under my charge. Altogether it will be a unique opportunity for your friend to study Hindu Music, and to inspect our Musical instruments and notation, the Rajah has asked me to enclose a ticket of admission to the concert for yourself, Mrs. Coatham, Mr. Kenyon, and any other friends whom you may wish to bring. Several ladies are coming; among them the wife of the Director of Public Instruction, and others who hold a high position in Calcutta Society. Rajah Sourendro Mohun Tagore has also asked me to send with this ticket a copy of his invaluable work on "The Ten Principle Avataras; an illustrated explanation of the chief themes of Hindu mythology, with the music proper to each, written both in the European and the national notation.

He hopes that Mr. Kenyon will accept this book; and that it may be of some slight service to him in his researches.

Awaiting the pleasure of seeing you and your friend at our concert.

Believs me, dear sir,
Very truly yours,
Kally Prosanno Banerjee.

John N. Coatham, Esq.,
Circular Road.

From Mr. Kenyon to Rajah Sourendro Mohun Tagore,
c/o John N. Coatham, Esq.

262.

CIRCULAR ROAD,
December 2nd, 1880.

MY DEAR RAJAH,

I must write a few lines to thank you for yesterday evening's delightful entertainment. It was such an entirely new experience; and much of it I fear was beyond my appreciation, altogether unused as I am to music of that type. I was much pleased with Professor Kally Prosanno Banerjee's performance of the Sri Rag, on the *Surbahar;* it was so delicate and artistic. But Professor Mowla Bux's rendering of the *Ragini* "*Ratnaungi*" on the *Vina* with its weird and dreamy expression, struck me as *the* gem of the evening. Now I am going to ask a great favour. I have a great wish to study the Sitara at close quarters; to see how it is made; what is the exact number of frets, and how they are adjusted for the different kinds of music played. I was much struck, in one of the sitara solos, by the curious wailing sound produced

at various points of the melody, apparently by pressing the principle wire. You were good enough last night to say that yon would be glad to be of further assistence to me in any musical researches, so that I hope I am not asking too much in making this request. By the way I have been struck with the word *'sitara'* itself; do you know anything about its history? It bears so close an affinity to *'zither' 'cittern'* and the Greek word for a harp, *viz.* "cithara," that I am inclined to think that the Greeks borrowed their music from the Hindus; and that Greek music was not, as is commonly stated, the original of yours.

Believe me, my dear Rajah,
Very sincerely yours,
Sidney Kenyon.

Rajah
Sourendro Mohan Tagore,
Pathooriaghatta.

REPLY TO THE ABOVE.

263.

PATHOORIAGHATTA'
Dec. 3rd, 1880.

MY DEAR SIR,

You are too kind in the flatteriug terms you have applied to our poor efforts to please at the concert last evening. I am deeply grateful to you for your kindly and generous appreciation, and it will be nothing but a pleasure to me to help you in any way in your endeavours to make our national music better understood by your fellow-countrymen.

It so happens that to-morrow afternoon I have to be in your neighbourhood; and if it will suit your convenience, I will call on you about half past three o'clock, and bring my sitara-player with me. You will then be

able to inspect the instrument at your leisure, and my musician will play any scales or intervals that you may desire. I am looking forward to the pleasure of seeing you again.

Believe me, my dear Sir,
Very truly yours,
SOURENDRO MOHAN TAGORE.

SIDNEY KENYON, ESQ.

FROM A FELLOW OF THE BENGAL ASIATIC SOCIETY TO MR. KENYON.

264.

TANK SQUARE,
December 4th, 1880.

DEAR SIR,

I hear from my friend, the President of the Hindu Music School, that you are interested in the history of Hindu music. Permit me to draw your attention to the fact that there are in the Library of the Asiatic Society of Bengal, to which I have the honour to belong, two very ancient and valuable Sanskrit MSS. on the whole theory and practice of music. Should you wish to consult them, I am sure that the President of our society will give you every facility for so doing; and it will give me personally the greatest pleasure to go over the MSS. with you, and translate any passages that may be of special interest to you, should you be unacquainted with Sanskrit.

Believe me, dear Sir,
Sincerely yours,
DINA NATH CHATTERJEE.

SIDNEY KENYON, ESQ.,

FROM THE OFFICIATING CURATOR OF THE CALCUTTA BOTANICAL GARDENS TO AN ENGLISH VISITOR.

265.

BOTANICAL GARDENS,
January 3rd, 1896.

DEAR SIR,

Your letter of yesterdy's date addressed to the Curator of the Botanical Gardens, was in the usual routine of this office opened by myself, not being specially and personally addressed, or marked "Private." I am sorry that the Curator is at present away from Calcutta on leave, and will not return for the next two months. Meantime I am officiating in his place, and it will give me the greatest pleasure to show you over the Gardens, and give you an opportunity of examining at your leisure the special varieties of aloes and cacti in which you are particularly interested. I think you will find our collection of these unusually comprehensive. As to the other points mentioned in your letter, I think I can show you numerous specimens which fully bear out the theory you are investigating: indeed an examination of the living plants and of a carefully assorted set of microscopic slides containing thin sections of all the chief organs of that particular family, made by a former curator, will, I feel sure, leave you convinced that the theory is indisputably true. These slides are extremely interesting, and cost the then curator many years of the most patient and delicate work.

I think your easiest plan to come here would be to hire a gharry and tell the driver to take you to the

Nimuck Mohal Ghat. You will there find plenty of dinghies; all you have to do is to choose the one that looks best, and order the men to take you to the "*Kumpani Buggitcha.*" I have told the head gardener that you are coming to-morrow, so that the other gardeners will all know. As soon as you land, ask the first man you see in the gardens to bring you to my office. If you merely say my name, that will be enough: he will quite understand; and all you will have to do will then to follow him. From the landing-stage to the office is about four minutes' walk.

Awaiting the pleasure of seeing you here to-morrow,

Believe me, dear Sir,
Very truly yours,
SRI NATH GHOSE.

Gerald M. Curtis Esq.,
ORIENTAL HOTEL.

FROM AN INDIAN GENTLEMAN TO AN ENGLISH FAMILY, OFFERING THEM TICKETS FOR THE OPERA.

266.

13, CIRCULAR ROAD,
Calcutta, May 3rd, 1896.

DEAR SIR,

Will you do me the favour of accepting four enclosed tickets for the orchestra stalls at the Opera House to-night. Wagner's "Lohengrin" will be performed, and the cast appears to be an exceptionally good one. I had fully intended to be present but by this morning's post came the news that my dear mother, who

has for years past been in very poor health, died yesterday afternoon ; so that my going to the opera is out of the question. Knowing how fond you and your family are of music, and especially of Wagner's operas, it at once occurred to me that you might like to use these tickets. Please dispose of them as may best suit your convenience either for your own family or for any of your friends. Hoping you will have an enjoyable evening,

I am, my dear Sir,
Sincerely yours,
MAHENDRA LAL SIRCAR.

T. BELHAMBERE ESQ.,
Old Post Office St.

FROM THE VAKEELS OF THE HIGH COURT
TO THE HONOURABLE JUSTICE GORHAM,
ON HIS RETIREMENT FROM THE
JUDICIAL SERVICE IN INDIA.

TO THE HON'BLE H. G. GORHAM, K. C.

267.

SIR,

We, the native pleaders in the High Court of Calcutta having learned that you are now retiring from the Judicial Service, and will shortly be leaving this country and returning to the land of your birth, beg to take this opportunity of expressing our deep regret for the loss which we, as well as the whole native community, will thus sustain, and at the same time to offer you an assurance of the profound esteem and reverence we feel for your personal worth and professional ability. With the

highest legal knowledge and acumen, the severest impartiality and a rigorous conscientiousness in the discharge of all the difficult duties of your exalted station, you have ever combined an urbanity of demeanour and a kindly thoughtfulness for others which have endeared you to all whose privilege it has been to plead within the precincts of this Court. The young and inexperienced among us you have ever encouraged with a gracious condescension; while those of us who have longest been accustomed to the routine of legal procedure, have felt in an ever-increasing degree the grave dignity with which you have maintained the traditions of your exalted office. We all mourn that we must lose your presence from our midst ; but while we thus sorrow for approaching loss, we can rejoice at the thought of the dignified leisure and the opportunities for wider usefulness which will await you in your own land. Far off from us you will be, but we are persuaded that our dear native land will not be forgotten by you, and that the welfare of India will ever be very close to your heart. That you may soon enjoy complete restoration to health and strength, and that Providence may be pleased to spare you for many years of usefulness and happiness in your native land, is the fervent wish and prayer of us who have subscribed our names below.

A. B.
X. Y.

COMPLAINING AGAINST THE PRIVATE TUTOR INTRODUCED BY A FRIEND.

268.

CALCUTTA,
June 25th, 1919.

DEAR ABANI BABU,

You introduced to me your friend Babu......... as a private tutor for my son. I regret that your friend is not fully alive of his responsibility, as he absents himself from his duties now and then. The cause of his absence, I understand, is chiefly due to his frequent illness. A man, possessing such poor health, cannot, I believe, be expected to discharge his duties throughly well, rather it would be detrimental to the interest of the boy who has been placed under his care. I have, therefore, decided to discharge him from the 1st of the following month. I invite your opinion in this matter.

Affectionately yours.

REPLY TO THE ABOVE.

269.

CALCUTTA,
26th June, 1919.

MY DEAR SASI,

I regret to learn that my friend Babu.............. is so very unmindful of his duties. It is worth while to speak to him about it, and the only course for us is to try to secure another good tutor for the boy, though hardly it is possible to secure the services of such an experienced teacher.

Yours affectionately,

Complementary address to a Friend.

270.

The Nook,
25th August, 1919.

My Dear Nanda,

While walking in the Cornwallis Square on Saturday last, I was attracted by a crowd of people, who were standing round a pulpit, and listening to the speeches of a man. Approaching there I found that you have been addressing them in English language upon the present economic distress of the country. I was struck with your ability and command over the language and I really admire how soon you have so greatly developed your forensic qualities. I congratulate you on your success in acquiring this talent just at the prime of your life.

I hope to see your continued success in this art.

Yours sincerely,

Reply.

271.

Calcutta,
27th August, 1919.

My dear Haren,

I thank you for congratulating me for delivering an open-air address on Saturday last, but I feel diffidence that I am not worthy of such high encomium from you; in fact, I discharged myself somehow in the matter. It was really a gratification to see around me such a

vast concourse of men, listening to the maiden speech of a college youth so reverentially. Felicitous expressions, like yourself, are a great stimulus to me to lead me on to the patn of progress and I hope that you will point out to me my angularities of manner, which you might have detected, so that I can throw them off.

I thank you once more for taking so much interest in my welfare.

With sincere love and affection,

CHAPTER V.

COURTESY AND DISCRETION IN LETTERS.

Courtesy and discretion in letter-writing are more important even than in conversation. A momentary lapse from urbanity in talking can nearly always be condoned by an immediate apology, if we find that we have misjudged owing to incorrect or insufficient information. Not perhaps that we can actually say more verbally than we can in writing; but personality counts for so much in human intercourse, while in correspondence, not only is this partly obscured, but what is written, what remains before one's eyes to be read and re-read with constantly growing bitterness and resentment,—this *written* ebullition of anger, contempt, or derision, cannot but with the greatest difficulty be excused or condoned.

You believe yourself, to have a grievance against a person, a business house, or a corporate body; you are (as you possibly have a right to be, if the facts are exactly as you suppose) bitterly incensed; you sit down and put your grievance into a letter, expressing as strongly as is in your power the nature of your complaint and your opinion of the person or persons who, you think, are the aggressors; and you send your letter to the parties concerned, or, worse still, to a newspaper.

In the course of a day or two you receive a reply (or read it in the public press), clearly showing that your facts are either all wrong or stupidly misinterpreted! You have

made yourself ridiculous, and worse—you have made yourself objectionable to a person or body of persons whose friendship and countenance may be of great value to you in your public or private life. If you propose to undo the mischief you have done not merely to get your apologies graciously accepted, but completely to efface the effects of your hastiness and spleen, you have a long and difficult task before you. Although your correspondent may be most generous and anxious to spare your feelings, it will not be easy for him to forget that you are careless in your use of facts, and violent and bitter in your condemnation of others—that is, a dangerous and difficult person to deal with.

The moral of all this is that, before commenting on facts, either in a public or private letter, *make certain of them*. And the Golden Rule as to any letter you have written is—*If you have any doubt as to whether you should send it—tear it up.*

First verify your facts ; then make sure that your own (unfavourable) interpretation is the only possible construction they will bear. Even then, justly as they may incur your disapprobation, remember that the person or persons responsible for them may have been actuated by the best intentions, or, may have merely acted carelessly. On all accounts, then, it will be wiser, before giving vent to your (possibly just) indignation, to move cautiously, to investigate, to write (if write you must) with urbanity and discretion,

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Asking Discourteously for the Payment of a Debt.

272.

Calcutta,
27th June, 1909.

Dear Sir,

You have twice put off the repayment of the Rs. 500 I was ill-advised enough to lend you last year, and now for third time you fail to keep your engagement. I suppose you will tell me that you have forgotten that you promised faithfully to send me your cheque on the 24th ! If you do, allow me to remind you that you made a note of the date in your pocket-book, so that any mean excuse of that sort won't do. I insist on your repaying this loan without further delay.

J. Brown Esq.,
Calcutta.

Yours etc.,
W. Robinson.

Discourteous Reply, deferring Repayment of Same.

273.

Calcutta,
June 30th, 1909.

Dear Sir,

I am in receipt of your extraordinary letter of the 27th and am bound to say that I am much surprised at its tone. Allow me to remind you that, by accepting interest on the money lent me at the rate of ten per cent, you constitute yourself quite a well-paid money-lender—some might even say a usurer.

I enclose my cheque for Rs. 50, being interest at the rate of ten per cent, and will repay the principal at my convenience.

W. ROBINSON ESQ., Yours &c.,
CALCUTTA. J. BROWN.

COURTEOUS REPLY, DEFERRING REPAYMENT.

274.

CALCUTTA.
30th June, 1919.

DEAR SIR,

I am in receipt of your letter of the 27th, pointing out that the 24th inst. was the date on which I had agreed to repay you the Rs. 500 you were good enough to lend me last year.

Permit me to say that I had not forgotten my promise; my delay in communicating with you was due to my having been unexpectedly detained in Madras on business. I regret to say I am still not quite ready to repay the loan; several of my clients recently have given me bills instead of cash, so that I must ask you to let me be your debtor for a month or so longer. If it will suit you I shall be willing to give you my bill payable in two months.

Meantime, I beg to enclose Rs. 50, being interest for one year on the Rs. 500, at the rate of ten per cent, receipt of which kindly acknowledge.

W. ROBINSON ESQ., Yours faithfully,
CALCUTTA. J. BROWN.

ASKING COURTEOUSLY FOR THE PAYMENT OF A DEBT.

275.

CALCUTTA,
June 27, 1919.

DEAR SIR,

I beg to remind you that the 24th instant was the day agreed upon between us for the repayment of the Rs. 500 I lent you last year. You will recollect that you have twice deferred the settlement of this debt, and I had your assurance that your cheque should reach me without fail last Saturday.

May I ask you to be good enough to let me hear from you in the matter at an early date.

J. BROWN ESQ., Yours faithfully,
CALCUTTA. W. ROBINSON.

REPLY, ENCLOSING PAYMENT ASKED FOR.

276.

CALCUTTA,
June 30th, 1909.

DEAR SIR,

Please accept my apologies for the delay in fulfilling my engagement with you. I have been travelling on business, and was detained in Madras longer than I had anticipated.

I enclose herewith a cheque for Rs. 550, (Rs. 500 plus

ten per cent interest), and beg you to accept my renewed thanks for your kindness in this matter.

W. ROBINSON ESQ.,
CALCUTTA.

Yours faithfully,
J. BROWN.

INDISCREET LETTER ABOUT AN ALLEGED LIBELLOUS STATEMENT.

277.

TOLLYGUNGE.
December 19th, 1908.

SIR,

I have to-day found out that you have been in the habit of secretly slandering me among my acquaintances and business connections; although for the past three years you have pretended to be my friend, very much to your own advantage. You have been telling all and sundry that I have systematically robbed the Oriental Gas Company. How you could invent such a stupidly absurd, as well as malicious, falsehood passes my comprehension. Unless I have an immediate and satisfactory explanation from you, with clear proof that you have had no share in circulating this spiteful libel, I shall place the matter in the hands of my solicitor. Awaiting your immediate reply,

I am,
SIR,
Yours faithfully,
SYAMADAS MOOKERJEE.

J. SMITH ESQ.,
CHOWRINGHEE.

INDISCREET REPLY TO THE ABOVE.

278.

CHOWRINGHEE.
December 20th, 1908.

BABU SYAMADAS MOOKERJEE,

I am completely at a loss to explain your absurd letter of yesterday's date. What you say is a lie, without a shadow of foundation. I have never said anything of the sort. I do indeed happen to know that some low-caste Bengalis, who have a gas meter in their houses, and keep an account with the Oriental Company, have been known to run surreptitious pipes underground, and tap the mains. The spitefulness of your letter makes me think that such tricks are perhaps not always confined to low-caste Bengalis.

Consult your solicitor by all means. If he is a native he may possibly be as great a fool as yourself; and you two will find yourselves cutting rather a ridiculous figure in the Court. I need scarcely add that you will not hear from me again except through my solicitor.

JOHN SMITH.

Obviously the only result of such a letter as this will be to make its recipient a bitter enemy for life. Smith's personal comfort and his business prospects will certainly not be improved; and he will probably find that in one way or another he will have to pay dearly for letting his temper get the better of him so recklessly. Consider by contrast the effect of the following.

DISCREET REPLY TO THE ABOVE.

279.

CHOWRINGHEE,
December 20th, 1908.

DEAR SYAMADAS BABU,

Your letter of yesterday's date has puzzled as well as pained me. I have been thinking over everything that has recently occurred between us, as well as between me and any of your business clients: but I cannot recall anything which the most malicious ingenuity could have twisted into such an absurd slander as the one which has come to your ears. Would you mind telling me—of course in strict confidence—what were the exact words which were reported to you. I might then be able to find out how the first originator of the slander managed to misunderstand something I may have said; unless the whole thing should turn out to be a baseless calumny. I have known you for a considerable length of time, and have the highest esteem for you; and it is very painful to me to think that you should attach any weight to such a rumour as this, or imagine that I could possibly have set it in circulation. I am even more anxious than yourself to have the matter cleared up possibly when I have from you the exact words of the report I may find out a clue to the misunderstanding. Should I fail to do so, I should much prefer to meet you and talk it over quite frankly together.

Believe me,
Yours sincerely,
JOHN SMITH.

BABU SYAMADAS MOOKERJEE.

REPLY TO THE ABOVE.

280.

TOLLYGUNGE,
December 21st, 1908.

DEAR MR. SMITH,

I am much obliged to you for your letter of yesterday's date, and am indeed sorry that I have been so hasty in my expressions. But I was so much annoyed and vexed at the time, that I wrote off to you in the heat of the moment, assuming that what had been reported to me must be undoubtedly true. My informant told me that you had seriously affirmed to a friend of his that for years past I had been systematically defrauding the Oriental Gas Company, and that one of these days I should be found out. He added that his friend had heard you say quite publicly in the office of the Oriental Company itself. My informant would not give me his friend's name; he did not want to get him into trouble. When I pressed him for an exact statement as to how I was supposed to have defrauded the Company, he said that his friend affirmed that the words used were "He used more gas than he has paid for," followed, with a wink, by "you know what that means" You now know the facts, and I trust you will be able to help me in unravelling this most disagreeable and painful business. To me most painful, because it has led me, in an unguarded moment, to write to you in a manner for which I hope you will accept my sincere apologies. Please destroy my letter, and forget that it was ever written. I have a hasty temper; and the whole story was

so clear and circumstantial that I could not help believing it at the time. With sincere regret, believe me,

JOHN SMITH ESQ., Truly yours,
CHOWRINGHEE. SYAMADAS MOOKERJEE.

Babu Syamadas Mookerjee, through his indiscretion on the 19th Dec. has wasted two whole days. The student will find it a good exercise to draft the letter which ought to have been written instead of the indiscreet one. Such a letter would have elicited a reply almost identical with the one that follows; only it would have been written on the 20th instead of the 22nd. He has moreover subjected himself to the humiliation of having to make an apology; and to the remorse which he must experience for having unjustly wounded a friend's feelings. Moreover his letter might have had, and ordinarily would have had, far more serious results. Mr. Smith would probably have written quite as discreetly, but much more coldly than in number 279; and Babu Syamadas Mookerjee's indiscretion would have led to the irremediable loss of Mr. Smith's friendship and good will.

REPLY TO THE FOREGOING.

281.

CHOWRINGHEE,
Dec. 22nd, 1908.

DEAR SYAMADAS BABU,

Pray do not distress yourself about this unfortunate incident. Your letter of the 19th has been burned, and will be completely forgotten. Your last

letter came to me as a sudden revelation; and I must own that for the moment it fairly made me laugh. And yet it is no laughing matter either, for clearly some most malicious person must have been at work, and must have wilfully perverted a perfectly innocent remark I now remember I did make. I will tell you exactly how it happened. You knew Professor Simon (of the Presidency College); he and I are rather intimate friends, and we went to the Original Café for afternoon tea on the day after you had made your great speech in the Calcutta Municipal Council on the drainage question. Your speech was in the morning paper, lying on our table, and Professor Simon had been glancing over it while we were waiting for our tea-tray to be brought. He made a rather caustic criticism on it, to which I assented almost in the very words you have quoted to me—"Yes, he certainly does use more gas than he pays for." That is a bit of new-fashioned slang which I had picked up from a friend of mine a short time ago. It means this:—"gas" is slang for "talk," and a man is said to "use more gas than he pays for" when he is rather addicted to profuse verbiage and so uses metaphorical "gas," in addition to the literal "gas" supplied through his meter. You, my dear Syamadas Babu, are a public man, and must expect to meet with public criticism. I am sorry to repeat anything which may hurt your feelings, but you see I must be perfectly frank, and tell you exactly what I said, and how I said it; for otherwise it will be impossible for us to unearth this mysterious slanderer. I will, with your permission, call on Professor Simon, and do my best to track out the guilty person. His friends can at the worst

only have been unconscious originators ; there must be villainy somewhere. I shall be anxious to hear from you and I hope you will forgive me for my share in what has turned out to be so unfortunate a business.

BABU SYAMADAS MUKERJEE. Very sincerely yours,
JOHN SMITH.

REPLY TO THE ABOVE.

282.

TOLLYGUNGE,
December 24th, 1908.

DEAR MR. SMITH.

I am much obliged to you for your kind and frank letter of the 22nd inst. and hasten to tell you that the whole mystery is solved. There *was* villany somewhere—you were quite right about that.

About this time last year I had to discharge one of my confidential clerks, a Eurasian, for a gross breach of trust; and when I read your letter, I felt sure at once that he must be the man ; and that he was probably in the employ of the Oriental Gas Company. I called at their offices, and asked for a private intervew with the manager, whom I knew personally. I told him the case, and he showed me a list of the names of their clerks; and, sure enough there was my old employee's name. The manager sent for the young man. Poor fellow, he turned quite green when he saw me. The manager was very stern, and told him he must expect no mercy, unless he made a full and complete confession.

This, after some further pressure, he did; admitting that he had overheard your conversation in the cafe, and could not resist the temptation of doing me an ill turn. The mystery is thus cleared up; and I can only repeat my regret for my hasty action in the matter.

With kind regards,

Most sincerely yours,

SYAMADAS MUKERJEE.

JOHN SMITH ESQ.,
CHOWRINGHEE.

INDISCREET LETTER CONCERNING THE DIVISION OF A LEGACY CONSISTING OF HOUSEHOLD SILVER.

283.

CALCUTTA,
May 27th, 1909.

DEAR ROBERT,

As you no doubt know, Aunt Marie has left all her silver between you and me. I have divided it into two lots, which ought to satisfy you. I will take the Queen Anne coffee and tea pots, cream jug, sugar basin and tongs, the spirit stand and the cake dish. To balance these, you shall have the epergne, the water ewer, three salt cellars two preserve pot-holders, and cruet. The spoons, knives and forks are in sets of two dozen each, so that we can divide them equally.

This division, I think, should satisfy you, and I hope you won't make any difficulty; we surely don't want to quarrel over such a trifle as £200 worth of silver.

Your affectionate brother,

FRANK.

INDISCREET REPLY TO ABOVE.

284.

BOMBAY,
May 30th, 1909.

DEAR FRANK,

You say you don't want to quarrel over a trifle. If £200 worth of silver is such a trifle as you seem to think, I am sure that even you will not object to a fair division, and this your proposition is very far from being. You say, "*I will take* the Queen Anne tea and coffee set," when you know perfectly well that this is the pick of the lot. The rest of the stuff isn't worth looking at in comparison. And then you offer me that wretched epergne, knowing all the time that it is so hideous that neither of us would care to have it in our houses.

But I decline to discuss your proposition in detail it is preposterous. I see quite clearly that the only possible solution will be to put the entire lot up to auction, buy in what we want, and divide the remaining proceeds.

Yours etc.,
ROBERT.

DISCREET LETTER CONCERNING THE DIVISION OF A LEGACY CONSISTING OF SILVER.

285.

CALCUTTA,
May 27th, 1909.

MY DEAR ROBERT,

I find that our good old aunt Marie has left all her

silver to you and me—the last of her many kindnesses to us both. How shall we divide it ? Of course the Queen Anne tea and coffee service is the pick of the bunch, while the epergne, as we all agreed long ago, is intolerable. The pierced cake dish, the preserve pot-holders, and the ewer are all good pieces, and the rest of it, as you know, solid stuff in decent patterns.

Of course we should both like to have the Queen Anne set! But which of us is to have it? I think we shall have to divide the legacy into two parts of equal value (we can get a silversmith to do this for us, if you think it necessary), and then draw lots. What do you think of this suggestion ?

Your affectionate brother,
FRANK.

REPLY TO ABOVE.

286.

BOMBAY,
May 30th, 1909.

MY DEAR FRANK,

What a pity there are not two Queen Anne sets! However, it can't be helped. I think your suggestion as good as can be. You see the Queen Anne set, on account of its date and pattern, will be valued at a very much higher figure per ounce than the rest of the stuff, so that whichever of us doesn't get it, can always if he likes, sell part of his share and invest in another tea and coffee set. In fact, if it will give you any pleasure, or save you any trouble, I shall be quite willing to accept the

lot without the Queen Anne set myself; I am going home next year, and shall have the chance of picking up something nice; whereas you don't return for another three years, I believe. I shall be in Calcutta in a few weeks, when, I am sure, we shall have no difficulty in satisfying each other in the matter. Love to Emily.

Your affectionate brother,
ROBERT.

INDISCREET LETTER COMPLAINING OF GOODS PURCHASED.

287.

Messrs. The Gutta Percha Motor Tyre Co. Ld.,
London

Isle of Wight,
June 16th, 1909.

DEAR SIRS,

I beg to inform you that, when I was motoring in Scotland last week, I had occasion to purchase a new outer cover, and for this purpose called on your agents, Messrs. Brown & Robinson of Dunsinane, who fitted one of your covers on to a back wheel of my car, a 15 H. P. Humber. I use 820 × 120 tires all round, so that you will agree that they are not unduly loaded, and ought under ordinary circumstances, to last 5000 to 6000 miles. Your cover lasted exactly 70 miles.

I need hardly say that I was disgusted, and at once instructed my driver to return the tire in question to you and claim its cost or a new one in its place.

But this is not the worst. My driver examined the tire carefully, was suspicious, took it to our motor agents here, and had his suspicions confirmed —the tire was not a new one when I bought it, but an old one re-treaded! I think I have never heard of a piece of sharp practice more disgraceful, and I am amazed that a firm of your standing should stoop to such tricks. Surely when you charge £ 12 for a cover, the best you can do is to sell a new one.

I need hardly say that I shall use no more of your goods, and, unless I receive your remittance for £ 12 by return of post, I shall at once place the matter in the hands of my solicitor.

Yours faithfully,
W. WHITEAWAY.

DISCREET REPLY TO ABOVE.

288.

London,
June 17th, 1909.

DEAR SIR,

We are in receipt of you favour of the 16th instant, and note with regret that you have had trouble with one of our tires. We need hardly say that the stock of tires we send out to our agents is invariably new, and our system is so exact that we do not think it possible that a re-treaded cover could have got mixed up with our new goods. Still, a blunder may have been made, and if we find that we are responsible, we need hardly say that we shall be glad to make full reparation.

Will you therefore be good enough to let us know the type of cover you bought, whether round tread, square tread, or non-skid, as well as the number of it, when we will at once go into the matter.

Yours faithfully,
p. p. The Gutta percha Motor Tyre Co. Ld.
H. THOMPSON.

W. WHITEAWAY ESQ.,
Isle of Wight.

INDISCREET REPLY TO ABOVE.

Messrs The Gutta Percha Motor Tyre Co. Ld.,
LONDON.

289.

Isle of Wight.
June 18th, 1909.

DEAR SIR,

In reply to your letter of the 17th I am bound to say that I don't see what difference it can make whether the cover I bought was round or square treaded or a non-skid. The facts are as I stated, and I insist on your replacing the faulty cover at once. If it will do you any good I will add that it was non-skid 820×110-No. 147621.

Yours faithfully,
W. WHITEAWAY.

DISCREET REPLY TO ABOVE.

290.

LONDON,
June 19th 1909.

DEAR SIR,

We are in receipt of your favour of the 18th inst; contents of which we duly note.

On turning up our stock books, we find that the 820×120 non-skid cover, No. 147621, purchased by you from Messrs. Brown and Robinson of Dunsinane, was sold by us new on the 27th Oct. last to a private client in Scotland. On the 16th April last Messrs. Brown and Robinson sent it to us to be retreaded, and we returned it to them on the 7th May.

The firm ot Messrs. Brown and Robinson is a highly respectable one, and we can only suppose that this repaired cover got among their new stock owing to the carelessness of an employee. In any case, we are sure that you have only to bring the facts to the notice of this firm, and they will at once make amends for any mistake on their part.

Yours faithfully,
p. p. THE GUTTA PERCHA MOTOR TYRE CO, LD.
H. THOMPSON.

W. WHITEAWAY ESQ,
Isle of Wight.

Discreet Letter to a Neighbour.

291.

Walpole,
Suffolk,
May 29th, 1909.

Dear Sir,

I regret very much the necessity of again troubling you about gates being left open between your field and mine, but I am sure that you, as a practical farmer will agree with me that the damage and loss occasioned by this practice are too serious to be neglected.

To day, not as you know for the first time, I found all your cows in my meadow, and the hay—whice we were to have mown in a week or ten days—is now so trampled down that it will be impossible to cut it for another three or four weeks.

As a bachelor with none but adult servants and labourers on my farm, I am naturally inclined to assume that the fault does not lie with me. Do you think it possible that the guilty person could be one of your children or visitors? I have no proof of this, but it is a possibility, and I am sure that you will not mind taking such steps as will impress on your household the real necessity for care in the matter of keeping all field gates shut and fastened.

T. Noakes Esq.,
Halesworth.

Yours faithfully,
L. Martin.

INDISCREET LETTER TO A NEIGHBOUR.

292.

WALPOLE,
Suffolk,
May 29th, 1909.

SIR,

I have before now called your attention to the constant carelessness of your children, or your visitors, in the matter of shutting gates after them when passing from your field to mine. But it seems that no notice is taken of what I say. To-day, again, I found all your cows in my meadow, and the hay, which was to have been mown in a week or ten days, is now so trampled down that it will not be fit to cut for another three or four weeks.

I must now request you to take measures to induce the inmates of your house to respect the ordinary obligations of the country and unless I have your formal undertaking on this point, I shall be compelled to protect myself by recourse to the law.

T. NOAKES, ESQ., Yours faithfully,
Halesworth L. MARTIN.

LETTER CROSSING ABOVE.

293.

Halesworth,
SUFFOLK,
May, 29th 1909.

DEAR SIR,

For some time now I have been thinking of writing to you about the new Board School at Gillett. It appears

that some of the children have found out that they can save half a mile on their way there by coming over your and my fields, and I have suspected that they were responsible for the constant leaving open of ours gates. To-day I got a proof that this is the case, but not, unfortunately, before my cows had got into your hay meadow and done a good deal of damage.

Directly I found what had happened, I drove the cows back, and, without, telling any body about it made enquiries as to whether any of the school children had been seen coming our way in the morning. It appears that only one had, little John Stopes. I watched for him in the afternoon and, luckily, caught him in the act. He left the same gate open again!

Of course I rated him soundly, and perhaps he won't be guilty again. But he is a dreamy, reckless sort of boy, and if he leaves a gate open another time, the only thing to do will be to get his father (a reasonable man) to forbid his coming over our fields at all. We naturally can't do this ourselves owing to the right-of-way.

Although, when first you had to complain of gates being left open, I could not believe that any of my children (brought up as they have been on a firm) would be likely to err in this respect, I took the precaution to warn them, and also put conspicuous notices up in the house and yards, to remind them, as well as visitors, of the necessity of leaving gates fastened. It is therefore with pleasure that I am able to exonerate my people from any blame in this matter, and I am sure that you too will be glad to learn that your neighbours are not

responsible for the annoyance and injury you have recently had to complain of.

I am, Dear Sir,
Yours faithfully,
T. NOAKES.

L. MARTIN ESQ.,
Walpole.

APOLOGY FOR INDISREEET LETTER.

294.

Walpole,
SUFFOLK
May 30th, 1909.

DEAR SIR,

Your letter of the 29th crossing mine of the same date, convicts me of having acted hastily, and, I fear written to you in a tone that is wholly unjustifiable. Indeed, it looks very much as though all my complaints of the past few months on the score of gates left open, must be, as regards your family and friends, without justification. I hasten to express my sincere regret for my hasty action in this matter, and trust that, as you have never abated in your friendly attitude to me in spite of my complaints, you will not do so now that you have convicted me of having been in the wrong.

If you are agreeable, I will call on you about 2 o'clock to-morrow afternoon, and we will both go over and see Stopes's father.

Again expressing my regret.

I am, Dear Sir,
Yours faithfully,
L. MARTIN.

T. NOAKES ESQ.,
Walesworth.

COURTEOUS DEMAND FOR COMMISSION.

295.

CALCUTTA,
4th May, 1919.

DEAR SIR,

I was informed by your manager that you desired to sell some old machineries which were lying unused from a long time. I secured a customer, who after inspecting them agreed to purchase the whole lot at 1000 rupees. When the purchase was complete, I claimed my commission, which was legally due to me as my brokerage, but your manager was not prepared to entertain my claim. Under the circumstances, I am obliged to approach you, and hope that you will see your way to direct your manager to pay me the usual commission of 10 p. c.

Trusting that it will meet with a favourable reception.

Yours faithfully,

REPLY.

296.

CALCUTTA,
6th May, 1919.

DEAR SIR,

I am in receipt of your letter of.................instant, and in reply I beg to inform you that my instructions upon my manager were to the effect that usual commission should be paid as brokerage if the amount of the purchase money exceed Rs. 1,000. I understand that

my terms were fully communicated to you by my manager, who was justified in declining your claim. I regret I cannot see my way to meet your wishes.

Yours faithfully,

THOUGHTS ON THE EDUCATION OF THE BLIND.

297.

CALCUTTA,
May 14th, 1919.

DEAR HIRALAL,

Perhaps you will be wondering when I say that a blind boy sat for the Matriculation Examination held in March last, and he was assisted by another gentleman, who took down the answers in long hand. Truly a wonderful achievement! The amazing results obtained are eloquent testimony to the Braille system in which the blind are taught. Led by curiosity, I attended an exhibition held in aid of the blind at the Calcutta University Institute. It is really a treat and delight to eye, and I regret that you are denied this privilege. My thoughts on the present method of instruction may interest you.

Louis Braille, a Frenchman, invented a special kind of types having arbitary signs consisting of varying comblinations of six points, there being sixty-two possible combination of these six points. The blind are taught on various subjects with these points, by the touch method. It is most fascinating to follow and is taught with infinitely less effort. They will read and write and

work out sums as we do, although we can not decipher their writings. You dictate to them for few minutes, after which they immedately begin to transcribe their notes. Geography is taught to them by the aid of maps specially constructed, outlines being engraved in raised figures. Type-writing, music and wicker-work are also taught. In short, they are allowed to enjoy all the amenties of life. The effort to relieve notwithstanding many discouragements is an undoubted fact to the value of the training as a stepping-stone to a useful career in the great commonwealth of mankind.

Yours affectionately.

REPLY.

298.

CALCUTTA,
August 17th, 1919.

MY DEAR NILRATAN,

I am much obliged to you for your kind letter, and beg to conevy my sincere thanks for acquainting me on a subject of which I knew little.

What I have been able to gather from your letter the system that is obtained in training the blind develops just those qualities of concentration, memory and self-confidence which are in the grertest demand to-day. I believe it will play an important part in the general work of the world. In these days of stress and struggle, we are so profoundly absorbed in the realms of physical science and philosophical speculation that the needs of these men receive scant regard from us. Fortunate are

they who enter into its profitable paths in the prime of their life, and not regretting in after years that they have let slip a golden opportunity. We must through the co-operation of several agencies endeavour to persuade the helpless to take advantage of the present method which would bring relief and succour to them, as already a foundation has been prepared on which to work. I believe an extensive knowledge of the subject will successfully solve the problem of the blind.

Your sincerely,

CHAPTER VI.

SCHOOL CORRESPONDENCE.

By the expression School Correspondence we mean letters (1) between a teacher and his pupil; (2) between a teacher and the guardian of his pupil; (3) between a teacher and the Secretary of the school; (4) between the Secretary or the Head Master of a School and the departmental officers.

These letters hold an intermediate place between official and private letters. They are, however, formal, and should not be made the vehicles for conveying sentiments or appeals to personal feelings.

SPECIMENS

1. LETTERS BETWEEN A TEACHER AND HIS PUPIL.

299.

CHAPRA,
11th June, 1891.

To

THE HEAD MASTER,
Chapra H. E. School.

SIR,

I HAVE been suffering form acute Dyspepsia since yesterday, which has made me quite unable to attend

school. I hope you will kindly grant me leave of absence for a few days.

I remain,
SIR,
Your most obedient pupil,
NARENDRA NATH SEN,
Of the Second Class.

300

BALLY,
27th September, 1891.

To

THE HEAD MASTER,
Rivers Thompson School.

SIR,

My father is ill, and there is no one else at home to attend to him. Will you, therefore, be kind enough to grant me leave till my father is well enough to dispense with my attendance?

I am,
SIR,
Your most obediently,
ROMANATH DE,
Of the First Class.

301

HOWRAH,
18th Marth, 1890.

To

THE HEAD MASTER,
Ripon Collegiate School,
HOWRAH.

SIR

My sister is to be married on the 21st instant,

and would like me to be present at the wedding. May I, therefore, ask you to grant me two days' leave of absence for the 21st and 22nd?

I am, &c.

302.

CALCUTTA,
20th December, 1889.

To

THE HEAD MASTER.
New Indian School.

SIR,

I beg most respectfully to place the following facts before you for your kind and indulgent consideration.

I am fatherless, and am maintained by a distant uncle whose income is only Rs. 25 a month.

I read up to the second class at the——— H. E. School, but was obliged to leave it owing to the death of my father.

I have been rescued from the streets by my most kind uncle, who has given me food and shelter for six months, but whose scanty means do not allow him to pay my school fees.

I have a keen desire to continue my studies, and so approach you with the earnest prayer that you will kindly take me in as a free pupil in your school.

I earnestly hope that I may never prove undeserving of the privilege I am now asking for.

I have the honour to be,
Sir,
Your most obedient servant,
Benimadhab Ghosh,

303.

Calcutta,
2nd September, 1891.

My dear Sir,

I was just beginning to write this letter when your kind note reached me. I am indeed sorry that I have not written to you earlier.

I asked Kunja Babu about my position in the different branches. He said he could not tell me that, since only the total marks are sent to the Director's Office.

I have, in fact, no news to communicate this time. Everything is going on smoothly here. I am in good health and getting on well in my studies. I hope you are quite well.

Yours most affectionately,
Krishna Chandra Bhattacharyya.

2. Letters between a Teacher and the Guardian of his Pupil.

304.

Calcutta,
9th March, 1892.

To

The Head Master,
Cotton Institution.

Sir,

I shall be highly obliged if you will kindly

admit my son, Kailash Chandra Banerjee, into the 5th class of your school.

Herewith I send his admission fee and school fee for the current month, and enclose a transfer certificate from the Head Master of the school he comes from.

I remain,
Sir,
Yours faithfully,
ISHAN CHANDRA BANERJI.

305.

CHATRA,
8th January, 1879.

To

THE HEAD MASTER,
Chatra H. C. E. School.

SIR,

I am sorry to learn that my son Kashi Nath Biswas of the 4th class has failed to secure marks sufficient for promotion to the 3rd class. It appears that he obtained pass marks in English and History, but fell short of the required one-third marks in Mathematics and 2nd Language.

It would certainly, for some reasons, be better for him to remain another year in his present class: but he has become so depressed since the day of promotion, that I am obliged to request the favour of your kindly reconsidering his case.

I am,
SIR,
Yours faithfully,
KALI NATH BISWAS.

306.

CHATRA H. C. E. SCHOOL.
9th January, 1879.

SIR,

I HAVE received your letter, and reconsidered the case of your son. As the boy appears to be rather backward in Mathematics, it would be necessary, in case of his promotion, to engage a private tutor for him to work him up in that subject. If you agree to this, I shall be glad to give him a chance.

Yours faithfully,
UGRA KANTA RAI,
Head Master.

BABU KALI NATH BISWAS.
Chatra.

307.

MAHES,
8th July, 1886.

To

THE HEAD MASTER,
Mahes H. E. School.

SIR,

My son, Sarat Chandra Ghosh, of the 4th class of your school, was allowed the privilege of paying half-fees in consideration of my straitened circumstances. According to the rules of your school all such privileges are held on condition of good conduct and satisfactory progress. At the last Annual Examination my son failed to secure the number of marks that would have entitled

him to a continuation of the privilege. Hence his name has been struck off the roll of half-free pupils.

Permit me to assure you, Sir, that I do not mean to call in question the justice of your decision. At the same time, would it be presumptuous on my part to beg you to show some indulgence towards *me*, if not to my son? My income is barely sufficient to make both ends meet. To be compelled to pay the full amount of the school fees for my son would be too heavy a burden for me. My earnest entreaty to you, therefore, is that you will kindly reconsider his case, and allow him to retain his privilege, which would highly oblige.

Your most obedient servant,
HARADHAN GHOSH.

308.

BURDWAN,
18th August, 1891.

To

THE HEAD MASTER,
Burdwan Municipal School.

SIR,

As I am obliged to leave this station, I shall esteem it a great favour if you will grant a Transfer Certificate to my son Narendra Nath Mookerji of the 2nd class of your school.

Yours faithfully,
KALI CHARAN MOOKERJI.

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3. Letters between a Teacher and Secretary of a School.

309.

PABNA,
9th July, 1892.

To

The Secretary,

———————.

SIR,

Urgent private business requiring my immediate presence at home, I have the honour to request the favour of your granting me leave of absence for seven days commencing from July 12 to July 18.

I have the honour to be,
SIR,
Your most obedient servant,
DINA NATH MOOKERJI.

———

310.

Address———————,
Date———————.

To

THE SECRETARY,

———————

SIR,

WILL you kindly lay the following facts before the Managing Cammittee of this school for their favourable consideration :

1. I have been a teacher in this school for the last seven years, discharging my duties to the best of my ability.

2. I annex herewith the results of my work for the last four years. They will, I hope, be considered by the Committee as satisfactory.

3. I enclose certificates from the two former Head Masters, as well as one from the present Head Master, testifying to my abilities as a teacher.

4. I have had no increase of salary for the last five years. May I hope that the time has now come for my case to be favourably considered by the Managing Committee.

I have, &c.,
DINA NATH MOOKERJI,
4th Master.

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4. LETTERS BETWEEN SECRETARY OR HEAD MASTER AND DEPARTMENTAL OFFICERS, ETC.

311.

FROM

THE SECRETARY,
SERAMPORE UNION INSTITUTION.

TO

THE INSPECTOR OF SCHOOLS,
BURDWAN DIVISION.

Dated Serampore, the 30th August, 1899.

SIR,

I have the honour to acknowledge the receipt of your No. 1589, dated the 10th August 1899, and enclosures, and am directed by the Managing Committee of the Institution to submit the following remarks for your favourable consideration.

The Committee have carefully considered the copy of the letter from the Director of Public Instruction, No. 4326, dated the 21st ultimo, which you have been good enough to send them, and your suggestion for reducing the total scale of establishment of the school, and are thankful that their application has received your support, and that the Director is prepared to sanction a grant of Rs. 30 a month in aid of the school. The committee, however, consider it necessary to state your information that since their application was submitted in January, 1899, the scale of establishment has been considerably raised, with the result that the school has now an additional teacher, and pays increased salaries to the Head Master, 2nd Master, 4th Master, and 6th Master. The Committee in fact, have thus endeavoured to reach the standard proposed by them in the printed form which was submitted with their application, and the measures they have adopted in this behalf have necessarily led to an increase of expenditure, and emphasized the necessity of applying to Government for a grant-in-aid.

The Committee therefore beg to submit herewith in the prescribed form a fresh application, showing the changes effected in the school establishment since January 1892, the present income and expenditure of the school, and the constitution which they now propose to give to it, and after a most careful and anxious consideration of the suggestions made in your letter, pray that a monthly grant of Rs. 50 be sanctioned in aid of the Institution. They are convinced that it is absolutely necessary to increase the funds of the school by this amount, and they hope that their prayer will receive your

kind support, and that the Director of Public Instruction will be moved to sanction an augmented grant.

The original application received with your letter is returned herewith.

312.

No. 41

FROM THE SECRETARY,
SERAMPORE UNION INSTITUTION.

To

THE INSPECTOR OF SCHOOLS,
R. & B. CIRCLE.

Dated Serampore, 16th September, 1895.

SIR,

I have been directed by the Managing Committee of this Institution to apply to the Government for a special grant of Rs. 100, under rule 22 of the Rules for grant-in-aid to schools, for the purpose of purchasing furniture for this school.

The proposal is partly necessitated by the fact that Departmental examinations are held in this school.

The Committee are prepared to pay a moiety of the total amount of the contemplated expenditure, and pray for the other half from the Government.

The Committee venture to hope that, this being their first request of the kind, you will be so kind as to recommend to the Director the payment of the aforesaid special grant of Rs. 100.

The list of furniture contemplated to be purchased is given below :—

		Rs.
10	Desks @ Rs. 6 each	60
8	Chairs @ Rs. 5 „	40
1	Book-case	30
1	Globe	13
7	Wall-maps @ Rs. 8 each	56
	TOTAL Rs.	199

I have, &c.,

NARAYANA CHANDRA BHATTACHARYYA,

Secretary.

313.

FROM THE SECRETARY,

————— —————,

To

THE INSPECTOR OF SCHOOLS,

RAJSHAHI AND BURDWAN CIRCLE.

Dated the 16th September, 1896.

SIR,

I have the honour to report for your information that the Managing Committee of the above Institution, at a meeting held on 7th June, 1896, resolved that, should the increased scale of salaries, as laid down in their application for renewal of Grant dated the 16th June, 1896, be sanctioned by the Director, they should have a retrospective effect from 1st June, 1896.

I hope their resolution will receive your kind confirmation.

I have, &c.

314.

FROM THE SECRETARY,

————————.

To

THE INSPECTOR OF SCHOOLS,

RAJSHAHI AND BURDWAN CIRCLE.

Dated the 8th July, 1896.

SIR,

In recognition of the valuable services rendered to this school by its late Second Master Babu Rakhal Das Banerjea, deceased, the Managing Committee of the above school, at a meeting held on 7th June 1896, resolved to pay to his widowed mother and sister the sum of Rupees ninety-five as a mark of sympathy and as a help towards their maintenance. The amount has been saved to the school in consequence of the post remaining vacant since his death from 25th March last to 31st May.

I hope you will be graciously pleased to accord your sanction to this proposal.

I have, &c.

315.

FROM THE SECRETARY,

————————,

To

THE INSPECTOR OF SCHOOLS,

R. & B. Circle.

Dated the 2nd July, 1896.

SIR,

I have the honour to report for your information that Babu Panchanan Chatterjee, B. A., 6th Master, was promoted temporarily to officiate for the Second

Master at a salary of Rs. 40 per month with effect from the 1st June, 1896.

2. That Babu Kantichandra Bhattacharyya, F. A., 7th Master, was promoted to be temporary 6th Master at a salary of Rs. 22 per month with effect from the same date.

3. That Babu Kalipada Nath acted for the 7th Master at Rs. 17 per month from 9th June to 24th June, both days inclusive.

4. That Babu Haran Chandra Chatterjee. F. A., acted as an additional teacher from 26th June to 30th June, at one Rupee per day.

I trust these arrangements will receive your sanction.

I have, &c.

316.

FROM THE SECRETARY,

————————.

To

BABU LALIT MOHAN MOOKERJEE, B. A.

Dated the 16th June, 1896.

SIR,

With reference to your application without date, I have the honour to inform you that the Managing Committee of this Institution have appointed you its Second Master at a salary of Rs. 50 per month, with effect from the date of joining your post, which should not be later than 1st July, 1896.

I have, &c.

317.

FROM THE SECRETARY,

————————.

To

THE INSPECTOR OF SCHOOLS,

R. & B. Circle.

Dated, 3rd April, 1896.

SIR,

I have the honour to report for your information that owing to the prevalence of Cholera of a virulent type throughout Serampore and its vicinity, the above school was closed for three days from 31st March to 2nd April.

I hope this arrangement will receive your sanction.

I have, &c.

318.

FROM THE SECRETARY,

————————.

To

THE CHIEF INSPECTOR OF SCHOOLS,

RAJSHAHI & BURDWAN CIRCLE,

Dated, the 15th Feby., 1895.

SIR,

I have the honour to bring to your kind notice that Babu Dinanath Mookerji, 4th master, having failed to join the school on the day it reopened after the Xmas holidays, his salary for two days has been held back pending your orders. I enclose herewith his explanation of his absence, which to us is satisfactory, and I beg

that you will be so kind as to relax the provisions of the circular No. 45 dated the 4th May, 1894, in his favour; and so allow him to draw his salary in full.

I have, &c.

319.

FROM THE SECRETARY,

——— ———.

To

THE INSPECTOR OF SCHOOLS,

BURDWAN DIVISION.

Dated the 7th December, 1893.

SIR,

In reply to your No, 2090 dated the 13th October 1893, I have the honour to forward to you the Acceptance Form of the grant-in-aid duly executed as directed by you, together with the certificates of competency of all the teachers of this school.

I have, &c.

320.

FROM THE SECRETARY,

——— ———.

To

RAI PRIYANATH GHOSH BAHADUR.

Dated——— ———.

SIR,

I am directed by the Managing Committee of the above school to acknowledge the receipt of Rs. 150

remitted by you in aid of the Building Fund of the above Institution, and to convey to you their warmest thanks for your spontaneous and very liberal donation.

I have, &c.

321.

FROM THE SECRETARY,

To

————————.

TO THE DY. COLLECTOR,

Serampore.

Dated, 27th February, 1896.

SIR,

IN reply to your No. 1011, dated the 14th February 1896, I am directed by the Managing Committee of this Institution to inform that the Committee are willing to take the Old Court Buildings offered by Government for sale, and will state the amount they are prepared to pay, on being informed of the rent of the land.

I have, &c.

322.

FROM THE HEAD MASTER,

————————.

TO THE HEAD MASTER,

————————.

Dated————————.

SIR,

Nani Gopal Goswami, a studednt of the 5th class of your school, seeks admission into this school. I

shall be obliged by your kindly informing me what sum he owes to your school, on receipt of which you can grant him a certificate of transfer.

I have, &c.

323.

FROM THE HEAD MASTER,

————————.

To

THE PREFECT, ST. XAVIER'S COLLEGE.

Dated, 12th March, 1895.

SIR

I have the honour to bring to your notice that Albert Bose and Norman Bose two students of this school, have been admitted to the St. Xavier's College, School Department, without taking transfer certificates from us. As this is an open violation of the Transfer rules, I can only understand your admitting them on the misrepresentation of facts by them. I hope now that I draw your attention to this, you will insist upon their producing transfer certificates.

I have, &c.

324.

To

BABU BRAJENDRA KOOMAR GUHA,

Asst. Inspector of schools,

R. & B. CIRCLE.

Dated, 18th March, 1896.

DEAR SIR,

I regret to inform you that, owing to an over-

sight on our part Rs. 4 has been overdrawn by us on behalf of Mohendranath Ghosh, a Middle Vernacular scholarship-holder of this school, whose term of scholarship expired on 3rd January, 1896, but whose scholarship was drawn up to February last. I await your instructions as to the disposal of this sum.

Hoping to be excused for this carelessness.

I remain, &c.

325.

FROM THE HEAD MASTER,

————————.

To

THE INSPECTOR OF SCHOOLS,

R. & B. Circle.

Dated, 30th March, 1896.

SIR,

IN accordance with your Memo. 1251, dated the 23rd March, 1896, I have the honour to enclose herewith the official ackowledgement for Rs. 4 paid into the Serampore Sub-treasury in connection with the overdraft of scholarship bill for Mohendranath Ghosh of this school.

I have, &c.

326.

FROM THE HEAD MASTER,

————————.

TO THE REGISTRAR,

Calcutta University.

Dated, the 27th June, 1892.

SIR,

I have the honour to acknowledge the receipt of two Reports, one on the expansion of the Entrance

Course, and the other containing draft rules for the affiliation and recognition of colleges and schools, and I beg to submit the following remarks thereon.

2. I have no objection to the Second Language being made optional at the Entrance Examination, provided it ceases to be compulsory at the F. A. Examination.

3. In my opinion History should remain a compulsory subject, as any acquaintance with English literature must be imperfect without a fair knowledge of English History. Portions of General Geography, however, can be safely omitted, a general knowledge of the four quarters, and a particular knowledge of India and England being made compulsory for all candidates.

4. I would suggest that the paper on Translation from English into the Vernacular of the candidate be done away with, and that both the papers of the third day be given, as was the case before from the Text.

5. I approve of the higher course in Mathematics, but should like to see it alternative to the Second Language only.

6. The other proposed alternative courses are, in my opinion, too difficult for Entrance Candidates.

7. The introduction of Book-keeping and Short-hand as optional subjects has my full approval.

8. I am glad that the subject of Hand-writing has received the attention of the Committee. The marks assigned to it in each paper, however, should in my opinion, be 5 p. c., and not 10 p. c., as recommended by the Committee, as the latter step would be prejudicial to, and seriously felt by, most of the candidates.

9. I hope it wil not be out of place if I mention that the correct pronounciation of English words is very much neglected in our schools, and I would accordingly suggest that in the English paper a question be put requiring candidates to set down phonetically the exact pronounciations of a few words from their text-book.

10. As regards the draft rules for the recognition of schools I have nothing to add. They are all intended to foster the growth of sound education in the country, and their rigour will be felt only by schools run on speculative lines.

11. I take this opportunity of recording my hearty sympathy with Rule 3 (*e*), by which no teacher will be allowed to teach more than 50 pupils at the same time. I look upon this as a most salutary measure and its operation should extend over *all* the classes. I hope the rule will be adopted as it is, and will be binding on all schools already recognized, and that its evasion or violation will be seriously taken notice of.

I have, &c.

327.

FROM————

TO THE INSPECTOR OF SCHOOLS,

Western Circle.

Dated, the 3rd February, 1891.

SIR

With reference to your Circular No. 7, dated Hughli the 20th January, 1891, I have the honour to send here-

with the Junior Scholarship Form, 1891, duly filled up, with the request that you will be good enough to forward it to the Director of Public Instruction.

I have, &c.
HEAD MASTER.

CHAPTER VII.

INVITATIONS, &c.

Invitations are of two kinds ; formal and informal.

Formal invitations—These are written and answered in the third person. The place and date are given below the body of the invitation on the left hand side. There is no subscription.

Informal invitations—These are written and answered in the first person. The place and date are given as before, and the subscription is as usual in ordinary letters.

Invitations are issued by English people in the names of both the Host and Hostess, or generally in the name of the Hostess only. It is of course impolite to refuse the invitation of a lady without sufficient reasons. If it is absolutely necessary to decline any invitation, an answer to that effect should at once be sent to the Hostess, and the reason of refusal should be stated as politely as possible. To excuse oneself on the plea of "a previous engagement," without saying what the engagement is, would, between social equals, usually be considered as a polite way of declining further intercourse.

The letters R. S. V. P. are sometimes placed on the lower rigth hand corner of printed invitation cards, and mean "Reply if you please, being the initials of the French phrase *Répondez s'il vous plait.*

SPECIMENS

I. Formal Invitations.

328.

The Maharajah of Cooch Behar requests the honour of Mr. and Mrs. Thomas's company at dinner on Monday the 25th, at 6 o'clock.

Dunbar hall,
Thursday, July 21st.

Reply Accepting.

329.

Mr. and Mrs Thomas have much pleasure in accepting the Maharajah of Cooch Behar's kind invitation for Monday the 25th.

Bath,
Friday, July 22nd.

Reply Refusing.

330.

Mr. and Mrs. Thomas regret that a previous engagement prevents their having the honour of accepting the Maharajah of Cooch Behar's kind invitation for Monday the 25th.

Bath,
Friday, July, 22nd.

331.

Lady Loudon requests the pleasure of Mr. and Mrs. Fouracre's company at dinner on Tuesday the 20th May, six o'clock.

Place——,

Date——.

ANSWER ACCEPTING.

332.

Mr. and Mrs. Fouracre have much pleasure in accepting Lady Loudon's kind invitation to dinner on Tuesday the 20th May.

Place——,

Date——.

ANSWER DECLINING.

333.

Mr. and Mrs. Fouracre regret that they cannot have the pleasure of accepting Lady Loudon's kind invitation to dinner on Tuesday the 20th May, as Mr. Fouracre is suffering from a severe attack of influenza.

Place——,

Date——.

334.

Mrs. Young requests the pleasure of Mrs. Firth's company on the evening of Thursday, May 24, at 8 P.M.

Place——,

Date——.

Reply Accepting.

335.

Mrs. Firth has much pleasure in accepting Mrs. Young's kind invitation for the evening of Thursday, May 24.

Place———,
Date———.

Reply Declining.

336.

Mrs. Firth regrets that absence from home prevents her from accepting Mrs. Young's kind invitation for the evening of Thursday, May 24.

Place———,
Date———.

Kali Poojah

337.

Babu Syama Charan Lahiri presents his best compliments to Babu Bipin Bihari Mookerjea, and requests the honour of his company to witness the performance of *Nanda Vidaya*, to be given by the Sobha Bazar Amateur Theatrical Party in his house on Monday the 5th November, 1879, at 9 P.M.

Serampore,
1st November, 1879.

338.

Babu Jadoo Lall Mullick presents his best compliments to Babu Devendra Lall Mullick and requests the pleasure of his company at a *Nautch* Party to be held in his house on Saturday the 21st November.

PATHOORIAGHATTA,
7th November, 1887. R. S. V. P.

339.

Rajah Indra Chandra Singh requests the honour of Babu Ishan Chandra Mitra's company at a Ball on Saturday, 15th December, at 9 o'clock.

R. S. V. P.

Place——,
Date——.

340.

MAHARAJAH SIR JOTINDRA MOHAN TAGORE
AT HOME

Saturday July 9th, 7 to 10 p. m.

DANCING. R. S. V. P.

Place——,
Date——.

341.

Mr. and Mrs. Pringle request the pleasure of Mr. and Mrs. Gordon's company at the marriage of their daughter M——with Mr. Henry Hardcastle at St. Paul's Church

on Monday July 19th, at 4 p. m., and afterwards at their residence, 74, Dalhousie Square.

Date———

N.B. The reception after the wedding may often be held at some convenient public Assembly Rooms. If so, the name of these Rooms would be given as above (74, Dalhousie Square) and the address of the bride's parents with the date would be placed below on the left hand side, as the date is above.

If the bride's parent should be a widow or widower the invitation would of course have been headed Mrs. Pringle or Mr. Pringle in the above form.

REPLY TO THE ABOVE.

342.

Mr. and Mrs. Gordon have much pleasure in accepting Mr. and Mrs. Pringle's kind invitation to the wedding of their daughter M———with Mr. Henry Hardcastle at St. Paul's Church on Monday, July 19th, at 4 P. M.

N.B. It is considered the proper thing for persons thus invited to send a present to the bride, especially if the invitation is accepted.

343.

The Shova Bazar Debating Club request the honour of Babu Bistopodo Rai's company at a conversazione to be held at Maharajah Kamal Krishna's residence on Saturday, September 21st, at 5 P. M.

NIL KRISHNA,
Honarary Secretary.

II. Informal Invitations.

344.

My dear Mrs: Munro,—Will you and Mr. Munro give us the pleasure of your company at dinner on Wednesday the 20th at ix o'clock ?

Yours sincerely,
Mary Wilson.

Place———,
Date———.

345.

My dear Mrs. Wilson,—We shall be delighted to dine with you on Wednesday at six. With kind regards,

Yours sincerely,

Place———,
Date———.

Reply Accepting.

346.

My dear Mrs. Wilson,—We are so sorry that we cannot accept your kind invitation for Wednesday the 20th, as my uncle is staying with us just now.

With kind regards,
Yours sincerely,
Agnes Munro.

Place———,
Date———.

347.

Dear Mr. Stack,—It will give Mr. Wilmot and me much pleasure if you will dine with us on Friday the 28th at 6. Please bring your songs with you.

Yours truly,
ANNE WILMOT.

Place———,
Date———.

348.

REPLY ACCEPTING.

Dear Mrs. Wilmot,—I shall be very pleased to dine with you on Friday at six, and will bring some songs.

Yours truly,
JAMES STACK.

Place———,
Date———.

349.

REPLY DECLINING.

Dear Mrs. Wilmot,—I much regret that I am unable to accept your kind invitation, as I am obliged to leave town to-morrow, and shall not be back for a fortnight.

Yours truly,
JAMES STACK.

Place———,
Date———.

III. COMPLIMENTARY CARDS.

Cards of compliment should be brief, simple, elegant, and courteous. They must begin with the title of the

writer, to be followed by that of the addressee, qualified by a respectful phrase. The subject matter of these cards should not be more than one, and that should be as politely expressed as possible. At the bottom should be given the day of the week, and the time of the day.

SPECIMENS.

350.

Lord Clifford's compliments to Sir James Stephen, and he will esteem it a favour to have the pleasure of his company to take a drive in the Park. The carriage will be at the door at four.

Monday Morning.

REPLY ACCEPTING.

351.

Sir James Stephen's compliments to Lord Clifford, and he will not fail to be with his Lordship, punctually at four o'clock.

Monday Afternoon.

REPLY DECLINING.

352.

Sir James Stephen's compliments to Lord Clifford; and he regrets that he must deny himself the pleasure of accompanying his Lordship, previously engaged to take some gentlemen over the Museum.

Morning Afternoon.

353.

Miss Strafford's compliments to Miss Price, and she would be glad of her company at dinner at eight o'clock this evening.
Friday, Afternoon.

Reply Accepting

354.

Miss Price's compliments, and she has much pleasure in accepting Miss Strafford's kind invitation to dinner at eight o'clock this evening.
Friday, 2 o'clock.

Reply Declining.

355.

Miss Price's compliments, and she regrets being unable to accept Miss Strafford's kind invitation, being already engaged to dine with Miss Armstrong.
Friday, 2 o'clock.

356.

Lady Campbell's compliments to Miss Agnes Brown, and she would be happy to see her for the afternoon.
Saturday, 8 o'clock.

Reply Accepting.

357.

Miss Agnes Brown presents her compliments to Lady Campbell, and hopes to have the pleasure of spending the afternoon with her Ladyship.

Saturday, Morning.

Reply Declining.

358.

Miss Agnes Brown presents her compliments to Lady Campbell, and regrets she cannot accept her Ladyship's kind invitation for the afternoon, being already engaged to Lady Churchill.

Saturday, 10 o'clock.

359.

Captain Richardson's compliments to Miss Brown, and he hopes she has reached home safely and is not overtired.

Saturday, 6 p. m.

Reply.

360.

Miss Brown is much obliged to Captain Richardson for his kind enquiries, and begs to assure him that she spent a most pleasant afternoon, and does not feel at all fatigued.

Saturday, 8 p. m.

Note—The correct formula is "Mr. (or Mrs.) A presents his (or her) compliments to Mr. (or Mrs.) B, add wishes (hopes etc.)" ......But the abbreviated form given in most of the foregoing instances is better, unless there is a difference in the social standing of the two parties; the full form being the more ceremonious.

CHAPTER VIII.

LEGAL CORRESPONDENCE.

361.

A WILL.

This is the last Will and Testament of me, Kali Nath Mookerji, Zemindar of Begampore in the district of Bankura.

1. I give and bequeath to my beloved wife, Srimoti Mandakini Debi, the sum of ten thousand rupees, to be raised and levied out of my estate, together with one-fourth of all my household goods and moveable effects.

2. I bequeath to my dear daughter, Srimoti Surabala Devi, the sum of six thousand rupees, to be raised and levied out of my estate, and paid to her by my executor hereinafter named, on her completing sixteen years of age, together with one-fourth of my house-hold goods and movable effects. And also, that my executors shall pay her the sum of one hundred rupees on the first day of every Baishak, and the first day of every Kartic, until she claims the above six thousand rupees by virtue of the intent and meaning of this Will.

3. I devise and bequeath to my much beloved son, Hari Nath Mookerjee, whom I likewise constitute, make, and ordain my sole executor of this my last Will and testament, all my lands, messuages, and tenements, hereditary, self-acquired, or benami, whether in possession, reversion, remainder, or expectancy, together with one-

half of my household goods and movable effects, by him freely to be possessed and enjoyed. And I do hereby disallow, revoke, and annul, all and every other former testaments, wills, legacies, and bequests, by me in any ways before-named willed and bequeathed; ratifying and confirming this, and no other, to be my last will and testament. In witness whereof I have hereunto set my hand and seal, this twenty-fifth day of July, one thousand eight hundred and sixty-two.

Signed by the said Testator and acknowledged by him to be his last Will and Testament in the Presence of us Present at the same time and subscribed by us as witnesses in the Presence of the said Testator and of each other } KALINATH MOOKERJI.

A. B. Here should be given the names of witnesses together with their occupation and address,

C. D.

CODICIL.—This is a schedule or an addition to a Will. If a Person, who has already made his Will, and does not intend to alter it, wishes to add something more to it, he may subjoin a codicil or schedule to it, and it will form a part of the Will.

362.

CODICIL.

This is a codicil of me, Kali Nath Mookerji, Zamindar of Begampore in the district of Bankura, to my last Will

and Testament, bearing date the twenty-fifth day of July, one thousand eight hundred and sixty-two, and which I direct be taken as part thereof.

I, the said Kali Nath Mookerji, by this present codicil, do ratify and confirm my said last Will and Testament, and do give and bequeath to my sister Srimati Hemangini Debi the sum of three thousand rupees, to be paid to her by my executor out of my estate, within one month of my decease, and that if my said sister should not be living at the time of my death, I direct that the legacy hereby bequeathed may descend to her son or sons freely to be possessed and enjoyed by him or them.

In witness whereof, I, the said Kali Nath Mookerji, have hereunto set my hand and seal, this ninth day of November, one thousand eight hundred and sixty-two.

Signed by the said Testator, and acknowledged by him as and for a codicil to his last Will and Testament in the presence of us Present at the same time and subscribed by us as witnesses in the presence of the Testator and of each other.	KALI NATH MOOKERJI.

NAMES OF WITNESSES.

363.

POWER OF ATTORNEY.

KNOW all men by these Presents, that I, Woomesh Chandra Gangooli, of Mahes, in the Sub-division of Serampore, in the District of Hooghli, Zemindar, have

made, ordained, constituted, and appointed, and by these presents do make, ordain, constitute, and appoint, my trusted friend Babu Bipin Bihary Bhattacharji, M. A., B. L., of Serampore, in the Hugli District, my true and lawful attorney, for me, and in my name, and to and for my proper use, to ask, demand, receive, sue for and recover all and every sums and sum of money whatsoever that are or is now due and owing to me of and from all and every person or persons whomsoever whom it doth, shall, or may concern, and on receipt or recovery of, or any part thereof, to sign and deliver for me and in my name proper receipts and discharges for the same, and to do, act, and perform all other matters and things in and towards the Premises, requisite and necessary, as fully and effectually as I could do the same were I personally present.

And I do hereby ratify and confirm all and whatsoever my said Attorney shall legally do or cause to be done in and touching these Premises.

In witness whereof I have herewith set my hand and seal this fifth day of January in the year eighteen hundred and ninety-two at Mahes.

Woomesh Chandra Ganguli.

Signed, sealed, and delivered in the presence of us. } Witnesses.

364.

Bond.

Know all men by these presents, that I, James Smith, of the parish of Seathwaite, in the country of Cumberland, butcher, am held and firmly bound to William

Savage of the said parish and country, baker, in the penal sum of two hundred and fifty pounds of the good and lawful money of Great Britain, to be paid to the said William Savage, or to his certain attorneys, executors, administrators, or assigns; for the true payment whereof I bind myself, my heirs, executors, and administrators, firmly with these presents, sealed, with my seal. Dated this eleventh day of June, in the year of our Lord, one thousand eight hundred and two. The condition of this obligation is such that if the above bounden James Smith, his heirs, executors, or administrators, do well and truly pay, or cause to be paid to the above named William Savage, or his executors, administrators, or assigns, the full sum of one hundred and twenty five pounds of good and lawful money of Great Britain, on the 30th day of November next ensuing the date hereof, with lawful interest, then this obligation is to be void, or else to remain in full force.

James Smith.

Signed, sealed and delivered in the presence of us, being first duly stamped. } E. Thomas, C. Edwards.

N.B.—When a bond is given, the amount mentioned as obligatory is double the value received, and the true sum intended to be secured is given in the condition.

365.

Deed of Gift.

To all people to whom these presents shall come, I, Hari Nath Mookerji, do send greeting. Know ye that I,

the said Hari Nath Mookerji, of Burdwan, Pensioner, for and in consideration of the love and good will which I have and do bear for my loving daughter Srimoti Mrinalini Devi, widow, have given and granted, and by these presents do freely give and grant unto the said Mrinalini Devi, her heirs, executors, or administrators, all and singular my goods and chattels, now being in my present house at Burdwan; of which by these presents I have delivered her, the said Mrinalini Devi, a list signed with my own hand, and bearing date, to have and to hold all the said goods and chattels in the said premises, to her, the said Mrinalini Devi, her heirs, executors, or administrators, from henceforth, as her and their proper goods and chattels absolutely, without any manner of condition. In witness whereof I have hereunto put my hand and seal this third day of June, one thousand eight hundred and seventy-five.

HARI NATH MOOKERJI,

Signed, sealed, and delivered in the presence of us. } HARI HAR DEB
Burdwan.

ASHU TOSH DHUR.
Burdwan.

366.

INDENTURE FOR AN APPRENTICE.

This indenture witnesseth, that George Baker, son of William Baker, of Chelsea, London, hath put himself,

and by these presents doth voluntarily, and of his own free will and accord, put himself apprentice to Joseph Smith, Tailor, of Deptford, London, to learn his art, trade or mystery, after the manner of an apprentice, to serve him from the day of the date thereof, for and during the full term of five years next ensuing; during all which time, he, the said apprentice, shall faithfully serve his said master, keep his secrets, and cheerfully obey his commands everywhere. He shall do no damage to his said master, nor allow it to be done by others, without letting or giving notice thereof to his said master, nor lend or sell any of his master's goods unlawfully to others. He shall not commit fornication, nor marry within the said term. He shall not play at cards, dice, or any unlawful game, whereby, his said master may be damaged or the reputation of his said master be injured. He shall not absent himself day or night from his said master's service without his permission; nor frequent ale-houses, taverns, theatres, or any place of questionable repute; but in all things behave himself as a faithful apprentice ought to do during the said five years. And the said master shall try his best to teach and instruct, or cause to be taught and instructed, the said apprentice, in the art, trade, and mystery he now professes and follows; and procure and provide for him, the said apprentice, meat, drink, apparel, washing, and lodgings, sufficient for an apprentice, during the said term. And for the true performance of all and each of the said covenants and agreements, either of the two said parties bind themselves unto the other by these presents. In witness whereof they have interchangeably put their hands and seals, this

second day of July, in the year of our Lord one thousand eight hundred and thity-two.

GEORGE BAKER.
JOSEPH SMITH.

Charles Munro.
Robert Little. } Witnesses.

367.

DEED OF SALE.

Know all men by these presents, that I, Keshub Chandra Rai of Kalia in the District of Jessore, for and in consideration of the sum of ten thousand rupees, paid in hand, at and before the sealing and delivery there, by Harish Chandra Mitra of Kalia in the said District, the receipt whereof I do hereby acknowledge, have bargained and sold, and by these presents do bargain and sell, unto the said Harish Chandra Mitra, all the goods, furniture, chattels, and effects, and all other goods whatsoever, mentioned in the schedule hereunto annexed, now remaining and being in my dwelling house in Kalia to have and to hold all and singular the goods, furniture, chattels, and effects and all other goods whatsoever by these presents bargained and sold unto the said Harish Chandra Mitra, his executors, administrators and assigns forever. And I, the said Keshub Chandra Rai for myself, my heirs, my executors and administrators, covenant with the said Harish Chandra Mitra, his executors, administrators, and assigns, that I, the said Keshub Chandra Rai, now have absolute right to transfer

and do hereby transfer, the said goods, furniture, chattels, and effects unto the said Harish Chandra Mitra, his executors, administrators, and assings, in the manner aforesaid. And that I, the said Keshub Chandra Rai, and all persons claiming under me will and shall from time to time, upon the request and at the cost of the said Harish Chandra Mitra, his executors, administrators, and assings, do and execute, or cause to be done and executed, all such acts and deeds more effectually assuring the said goods, furniture, chattels and effects, and every part thereof, unto the said Harish Chandra Mitra, his executors, administrators, and assings, and placing him and them in possession of the same according to the true intent and meaning of these presents as shall or may from time to time be required. In witness whereof I have hereunto put my hand and seal, this eighth day of May, in the year one thousand eight hundred and eighty five.

KESHUB CHANDRA RAI.

Signed, sealed, and delivered in the presence of us. } Names of witnesses.

368.

DEED OF LEASE.

Agreement made this 1st day of September 1891 between Rejendralal Gossain of Serampore (lessor) of the one part, and Woomesh Chandra Ganguli of Mahes (lessee) of the other part. The said Rajendralal Gossain hereby agrees to let to the said Woomesh Chandra

Ganguli agrees to take, the dwelling house with the garden and other appurtenances, except the cocoa trees and the tank, thereunto belonging, situate at No. 3 Chapel Street, Serampore, from this first day of September, 1891, for the term of ten years, at the monthly rate Rs. 40 (forty), payable on the 15th of the next following month. And the said Woomesh Chandra Ganguli hereby agrees that during the said term he will duly and punctually pay the said rent, and also all the taxes, (except the land-tax and the tax on property which shall be paid by the landlord), in default whereof he hereby binds himself to pay interest at the rate of twelve p. c. per annum for any arrears of rent and in default of three successive payments of monthly rent the said landlord and lessor shall have the right to evict the said lessee, and recover from him, the lessee, all sums due to him, the lessor, under this agreement. In witness whereof we, the said lessor and lessee, have hereunto set our hands this first day of September, one thousand eight hundred and ninety-one.

Witnesses :

A. B. C. RAJENDRALAL GOSSAIN.

X. Y. Z. WOOMESH CHANDRA GANGULI.

369.

NOTICE TO QUIT.

SERAMPORE.

18th August, 1892.

To

BABU ROMA NATH DHAR,
CHATRA.

SIR,

* I, as agent of Babu Taraknath Lahiri, your

landlord, on his behalf and under instructions from him hereby give you notice to quit and deliver up to him possession of the premises situate in Chatra, which you hold from him as tenant thereof, on the 18th day of September, 1892.

UMESH CHANDRA GOSSAIN,
Pleader.

370.

SERAMPORE,
28th June, 1890.

SIR,

Take notice that you do vacate and deliver up to me on the 28th day of July next possession of the land, with the buildings on it, which you hold of me as my tenant from year to year.

ASHUTOSH GOSSAIN,
(*Landlord.*)

To————————
(*Tenant*).

371.

Address————,
Date————.

To Babu————————,
SERAMPORE.

SIR,

I do hereby give you notice that on the 12th day of March next I shall quit and deliver up to you, or to your agent, possession of the messuage, etc., which I now hold of you as your tenant from year to year.

RAJ KISSEN GHOSE,
(*Tenant*).

372.

PROMISSORY NOTE.

Calcutta, 2nd May, 1886.

Rs. 100.

Ninety days after date we, jointly and severally, promise to pay to Babu Kali Mohan Dass, or order, the sum of rupees one hundred for value received.

RAKHAL DASS PAL.
RAM CHARAN DE.

CHAPTER IX.

NEWSPAPER CORRESPONDENCE.

It is not, as a rule, desirable for private persons to write letters to the papers. But occasions may arise when it is necessary or desirable to do so. For example, when a newspaper has published an inaccurate or misleading account of certain transactions or occurrences, and a particular individual happens to have access to sources of exact information on the subject, it may be desirable for him to set the public right by means of a letter to that newspaper. Or a member of a particular class of the community on which some public regulations press with exceptional severity may endeavour in this way to draw public attention to this grievance in the hope of getting it remedied. Such letters must always be on matters of public interest and importance ; and they must naver contain any personalities. They should be clear and concise, and above all moderate and courteous in tone. Study carefully Chapter V.—"On courtesy and discretion in Letter-writing." Letters of newspapers should begin as follows—

To the Editor of the————

SIR,

and end with the formula—

Your obedient servant,

A. B.

The place and date may be written as usual below and on the left: but this is not necessary. The letter should be signed with the writer's name. But under special circumstances it may be desirable to use a fictitious designation, such as "Vigilant," 'Pro Bono Publico," "Indignant, " Fiat Institia," "Veritas," etc.; or a similar generic name, such as "An overworked Clerk," "An underpaid School Teacher," etc. But in such cases the writer's card, or his written name and address, must be enclosed to the Editor as a guarantee of good faith.

The letters that follow are of an entirely different kind. They are written to give information to the readers of the paper on matters of local interest, and are sent by persons connected with the Editorial staff.

373.

Lahore, Dec., 3.

The severe cold seems to have set in with a regular rush, and for the past week or so we have been in mid-winter. The thermometer falls to freezing point at night, and the early mornings are very bitter. Since yesterday, to add to our discomfort, it has been intensely cloudy, with a cutting breeze, and we are in momentary expectation of a heavy fall of rain. A sprinkling is certainly very necessary, as the roads are inches thick in dust, and all the trees in the station are thickly powdered over, and look anything but pleasant.—Fever is still raging, the mortality in the district from this cause being very heavy—almost 75 per cent more than it was at this time last year. In Lahore itself the sick have ample medical attendance. Mr. Fanshawe, the Deputy Com-

missioner, is moving about amongst the village communities, and has sent out an Assistant Surgeon of great experience into camp to march throughout the district, ministering to the wants of the sick. News just received from Simla says that the weather there is dreadfully cold and raw, and a fall of snow is imminent. The thermometer falls below zero at night, and skating parties have been visiting the top of Jakko, where the pond near the Fakir's temple is a solid block of ice.

374.

Rungpore, Dec. 2.

Readers are not, perhaps, ignorant of the fact that the sanitary condition of Rungpore is proverbially bad. Rungpore was formerly dreaded as "*Yampore,*" *i. e.*, the abode of Pluto. In fact, it is a hot-bed of malarious miasma. To ameliorate the sanitary condition, our municipality has done much, but there still remains much to be done. An ordinary discerning eye can, without effort, trace the sources from which pestilential effluvia are emanating and contaminating the atmosphere. At every step we meet with stagnant pools, marshy swamps, dirty rubbish heaps, rank vegetation. It is most lamentable that the very measures of the municipality for improving the health of the town produce poisonous seeds of disease. The sanitary effects of road-cleansing are unquestionable; but if the sweepings are allowed to accumulate in the heart of the town, the public health is bound to suffer from this mistaken method of securing sanitation. True it is that our land-drainage has been much developed and

improved under the chairmanship of Raja Janaki Ballav Sen; but, on the whole, this district is still very backward in sanitation.—The M[illegible]igunge Student's Association is about to establish a public library. Several gentlemen have offered donations of money and books.

375.

Maharampore, Dec, 7.

Maharampore is two miles from the thana of Dhanikhali. Its population is about 250. There are 200 bighas of arable land.—The *amun* paddy crop is a failure. Half of the area is, however, grown with pulses, potatoes, and sugar-cane. As the *aus* crop was good, the inhabitants will be able to pay rent and support themselves till May. But for want of the *amun* crop, they will be in great distress in the months of June, July, and August, that is, till the next *aus* crop. The village is densely covered with jungle; dark shadows overspread almost the whole of it, even when the sun is in the meridian. Some ten years ago a road from Seora to Khanpore, a distance of one mlle, was under construction, but after a small portion of the work had been done, it was abandoned, About four years ago a road from Cassipore *via* Maharampore to Khanpore, was constructed at an expenditure of Rs. 50, granted by the District Road Committee.—The Kana river passes to the north and south of the village. There is no tank worth the name. In summer the people are compelled to drink the foul water of the river.

376.

Tiluri, Dec., 7.

Tiluri was formerly a tract of land covered with *sal* trees, and it derives its name from the *til* plants cultivated by the *paikhast*, ryots of other villages. Tiluri is in the district of Bankura, thana Gangajalghati, and eight miles from the Asansol Station. The village contains a population of 2500. In its vicinity there are two hillocks, called Saluri and Kantapahari, and a small forest of *sal* trees is still to be found. Man-eaters sometimes visit the village, and carry off victims. The soil of Tiluri is very fertile. Paddy, sugar-cane, *til*, oilseed, and pulses of sorts grow luxuriantly. A twelve anna crop is expected this year. Tiluri contains a tank called Rajarbund, excavated by a late Raja of Cassipore in the Manbhoom district. This large tank irrigates about one thousand bighas of land.—The village has a Government-aided M. E. School maintained by public subscription. The pathways running through the village are in a deplorable condition during the rains. The Bengal Coal Company are the darpatniders of this village.—Drinking water may be obtained from tanks throughout the year; but there are also foul tanks which poison the atmosphere.—Kulin Brahmins here take one wife only, and despise polygamy.—Labour is very cheap. A man earns 9 pice and a woman 4 pice per diem. Drunkenness prevails among the lower orders of the people. The Brahmin community is very strict in the matter of drinking liquor. Any member seen or reported to get drunk is immediately excommunicated. This commendable practice ought to be followed by

their brethren of other villages in the country.—Tiluri is notorious for litigation. There is a panchayet, under whose control there are four chowkidars.—Wild boars and bears occasionally disturb the peace of the village by devastating the sugar-cane plantations. From Gangajalghati to Saltora there is a Government *pucca* road; but from the latter place to Tiluri, a distance of four miles, there is no road. The villages are badly in want of a road.—Rice sells at 10 seers a rupee (a seer weighs eighty *tolas*.)

377.

Midnapore, Dec., 24.

The harvesting of the paddy crop is nearly finished.—Rice is now selling at 13 seers a Rupee. In about a week, on account of the pressure which the zemindar's men are bringing to bear upon the ryots for the collection of rents, it is expected to sell at a lower rate, say at 14 seers a rupee. Distress being very great in thana Danton, the Famine Relief Sub-Committee have determined to give to the infirm and old there an allowance of Rs. 2 a month. With regard to other pergunnahs, they do not intend to give any such relief just at present, being of opinion that, taking advantage of the present comparatively low price of rice, the people may be expected to tide over their difficulties for a month, during which time labour in the vicinity may be much in requisition in connection with the harvesting of paddy. But so far as reports go, the people of Kessiari should not have been placed in a less-favoured category. They are as-

much in need of relief as the Danton people. Fortunately for the former, some of the local zemindars, in addition to their contributions to the general relief fund, have undertaken to feed, and are feeding, between twenty and thirty people a day.

378.

Faridpur, Nov., 1.

There has been a violent and incessant downpour since Sunday, the sun being only once visible for about a quarter of an hour after 4 o'clock on Monday. As I write (7 P. M., Tuesday) it is still raining, and the sky is heavily overcast. The prospect of the *rabi* crop is discouraging, and serious apprehensions are entertained about that portion of the *amun* which is usually gathered early in the season Coarse rice is selling at nine seers a rupee, and vegetables are scarce and dear.—Arrangements are being made at the head-quarters for the yearly agricultural exhibition and *mela* which have been in existence since 1864. The permanent *mela* building, which is also to serve the purpose of a local Town Hall, has made considerable progress this year, and it is most likely that the next exhibition will take place within its walls.—The Local Board elections are over, and the returns show the results to have been generally satisfactory. It was rather a pity that, in disregard of the Magistrate's recommendation, the dates of the elections were fixed just before the close of the Civil Courts for the Dusserah vacation—a most inconvenient time for a district which is almost wholly submerged during the rains. The attendance at the polls was, however, fair.

379.

Kamargachi, Oct, 22.

In the jurisdiction of the Ballagurh thana, of the Hughli district, which is an aggregation of more than two hundred villages. The season is a very bad one for want of sufficient rainfall during the past monsoon. The *amun* or winter rice crop is the worst on record, and may be reckoned a perfect failure. In most villages not a single acre of the arable land is under cultivation. The *aus* crop, which has lately been gathered, gave a short yield. The rainfall of May and June last was favourable, but a drought prevailed at the time when the plants were in flower. With regard to jute, the weather was favourable to its cultivation, as the plants do not require much rain. Notwithstanding the favourable reports of the harvest, however, the quality of early arrivals in the market is by no means so good as might be expected. In colour and size the jute is inferior. Reports from all neighbouring markets agree that business is quiet. The supply is in excess, as, owing to the distress, cultivators are impatient to realise on their produce, while the dealers have also learnt to offer lower and lower prices, which generally are accepted. The cultivators are partially sowing their lands with *kalai, musoor, til,* and other seeds. But the fields are without moisture, and so hard that cattle cannot work on them. A steady downpour is needed everywhere for the purpose. The little rain which fell here last Friday evening was of no use. We do not know what we shall do for water. Already some of the neighbouring villages are in a terrible plight from this cause. The ponds have been drying up since March

last; one of them only has about a foot of water. The aspect of affairs is very serious. The present price of rice has had a most disquieting effect, especially among the poorer classes of people, who find the struggle for existence already too hard. It appears that only small quantities of rice are procurable at rates varying from Rs. 4 to Rs. 4·4, as, from dread of famine, the ryots have declined to sell their reserve grain for the present. The poor are undoubtedly suffering severely, and there is no hope that they will be able to tide over this bad season without help from the Government. Lately, Babu Radha Kanto Banerji, one of the Deputies of Hughli, visited some of the villages of the Ballagurh thana, on deputation from the district authorities, to ascertain the true condition of the people and the crops. In view of the existing distress the Government ought to commence the construction of a railway. If a railway can be made from Mugra (E. I. R.) to Cutwa, as a famine work, it would be a most important link in this part of the country. There can be no doubt of the advantage of having a railway to Culna or Cutwa, along the right bank of the Hughli, through Tribeni, Naiseraj, Sija, Kamargachi, Balasore, Somra, and Guptipara, as almost all these and other places are the centres of busy trade. The amount of traffic, both passenger and goods, would be enormous. This part of the country is rich in grain, fruit, and vegetables. It is also a centre for jute cultivation while the export of fruit and vegetables is on a very large scale and the imports include piece-goods, salt, oil-cakes, and other useful articles.—The people have been crying themselves hoarse in the matter of repairs to their roads for the

last four years; but the district authorities have proved deaf to their entreaties.—The public health continues fair.—The difficulty of obtaining a sufficient supply of fodder has increased, and it is not uncommon now to see batches of cultivators from the villages in the interior making their way, with some of their cattle, to Calcutta or other markets to sell them.

380.

Baganchare, Dec., 12.

The condition of the viliage is as miserable as possible. On the one hand, as is the case with almost all parts of Bengal, people here are suffering from the direct scarcity of food, and on the other, a terrible visitation of cholera has overtaken them. For the last twelve days or so, this fatal disease has been raging here with appalling fury, committing fearful devastation. At first it broke out in the eastern part of the place, and then spread with astonishing rapidity, entering almost every house and carrying off a part of every family in the infected quarters. The same house has, in many instances, contained the dying and the dead. Short, indeed, is the interval between health and sickness, and "immediate the transition from the sick-bed to the tomb." Words are quite inadequate to describe the shocking scenes to be witnessed. In short, the place presents an aspect of woe and desolation truly appalling. To add to the misery of the distressed, they are now forsaken by their friends and relatives, who have all left the village, in order to avoid the pestilence. Moreover, no medical assistance is available. All these evils are thought to be due solely to the fact that there is

no source of good drinking and bathing water. Several representations to this effect were sent to the zemindar here, the Maharaja or Krishnagar, but, alas! he has been all along indifferent in the matter.

381.

Kamargachi, Dec., 4.

The cold weather has set in in good earnest, although later than last year.—New potatoes are selling at three annas per seer, and other vegetables of the season are very plentiful and cheap in the market. The fields have been ploughed and sown with *rabi* crops. The area sown this year is three times greater than in any previous year. Rice is becoming dearer day by day, to the great distress of the people. The ruling price of rice is from Rs. 4 to Rs. 4-12, according to quality. The people of this part of the country are proverbially poor, living from hand to mouth, and in most instances are so wanting in foresight as not to lay in a store for future emergencies. They depend for their subsistence on agriculture, paddy being their staple produce, but unfortunately the want of rain in the past rainy season has caused a total failure of the *amun* crop this year in all the surrounding villages. Most of the people are on the verge of starvation, and will be actually starving within a few days. Instances are not uncommon of labourers living on one meal a day. It is expected that in the course of nine or ten months many people will die of starvation. Wages are falling rapidly with the rise in the price of food. Any action by the district authorities

must be taken at once, otherwise help will come too late for many. There is great scarcity of water in most of the neighbouring villages. To remedy this, as well as to give relief to starving people, the district authorities should sanction a handsome grant for the re-excavation of the tanks. No better mode of giving relief could be devised.—During the past few days the jute market seems to have absorbed and large quantity of produce, with improvement in prices, and buyers eagerly desire to secure more, but stocks are low on all hands. Owing to the distress, the cultivators sold largely. It is estimated that the exportation of jute this year will be far below the average.

382.

Agra, Dec., 7.

The season for tourists has commenced, and the hotels are looking busy again, but I doubt if any traveller happening to turn off from the Drummond road into any of the roads leading therefrom, would be favourably impressed by the clouds of dust with which he would find himself enveloped. Now that water is laid on in the principal streets, it is certainly incumbent on the Municipal Committee to see that at least the principal streets and thoroughfares are watered, whilst a little more attention might be paid to the repair of the roads, the condition of which reflects but little credit on those responsible for their well-being. In a large civil station like Agra, which, owing to the junction of several railways, is the place of abode of a large staff of railway

servants, it is a matter of wonder that every European Magistrate should be sent away on tour, leaving a solitary Deputy Magistrate to discharge the multifarious duties of an officer in charge at head-quarter. All cases between Europeans have to lie over till the return to the station of the Joint Magistrate, who is the only Justice of the Peace. Not only are the parties and witnesses inconvenienced, but very often there is a serious miscarriage of justice. Some arrangements could surely be made by which a European Magistrate should always be stationed in Agra.

383.

Dhamashin, Oct., 13.

Coarse rice is now selling at Rs. 3-8 per maund. Poor cultivators and labourers have been thrown out of work, and are in great want. The cost of labour has fallen to half the normal rate. The Hughli District Board has sanctioned Rs. 500 for the construction of a second-class road from Khanyan to Dhamashin. There are only two tanks in the village for bathing and drinking purposes. They have become shallow on account of the insufficiency of rain during the season.

384.

Tangail, Oct., 17.

We are getting brilliant sunshine after a downpour lasting about a fortnight. During the Poojas it rained almost incessantly. In my last, I wrote to you that the

prospects of the district were very gloomy. During the Poojas the market prices rose higher; but I am glad to tell you that they have gone down a little.—The Municipality has been a source of evil to the poor rate-payers. Tangail being inhabited mostly by agriculturists is quite unfit to maintain a municipality.—The Sankrail Hita Sadhini Sabba successfully protested against the proposal of transferring the then existing union to a second-class Municipality in the year 1878. But later on Tangail was declared to be a Municipality, although in the year 1872 Mr. H. J. Reynolds, the then Magistrate of Mymensingh and latterly of the Bengal Secretariat, had written in the following terms on the proposal of the then sub-divisional officer to transfer the union to a second-class Municipality: "The scheme which you propose is quite in accordance with the system on which municipalities have hitherto been manufactured in Mymensingh; and your 'town' Tangail would stand a fair comparison with the 'town' of Bazitpore and Sherpore. But I am entirely opposed to the maintenance of such fictions, and I should be glad to able to sweep away every municipality in the district with the single exception of that in the town of Nassirabad." In concurring in this opinion, the Commissioner, Mr. F. R. Cockerell, said: "I concur in the propriety of your objections to the proposal of the Deputy Magistrate in charge of the Attich sub-division, for the introduction of the Municipal Act VI of 1868 B. C. into the circle of 14 villages in the neighbourhood of the sub-divisional head-quarter station, and think with you that the preferable course is to apply Act XX of 1856." Now we may hope that,

as his Honour the Lieutenant-Governor has, after his recent tour, expressed his intention of abolishing the municipality, this reform is not far distant. Our experience for the last three years has disappointed us bitterly. The utter waste of public money in beautifying certain portions of the town has been a crying evil.

385.

Meherpore, Oct., 19.

A Meeting was held at the local thana, on the 12th instant, presided over by the deputy, Babu Mukunda Deb Mukerji, for the purpose of electing a member for the local board, to represent the interests of the ratepayers within the thana jurisdiction. Mahomedans and others mustered strong. There were three candidates for the membership, Babus Hira Lal Biswas, Radhica Nath Biswas, and Rattan Lal Biswas. The first-named gentleman has been returned. He was vice-chairman of the local board before he became Chairman for the last three years. On the 13th, the Tehata election was held, and Hira Lal Biswas was returned from this ward also. The Karimpore election came off on the 14th, and was, I hear, very hotly contested. There were five candidates. The result is not yet to hand.—Our energetic sub-divisional officer has gone over to the sadar station to take up the reins of the district administration. M. E. Geake continues in his appointment of Political Agent of Tipperah.—Babu Mukunda Deb Mookerjee is a deputy magistrate in charge of this very large sub-division. The crying want of Meherpore is a bridge over the river Din-Dutta; we hope that Mr. Fisher will exert his influence

with the higher authorities to secure us this boon.—The condition of the river Bhoirab is no better. We beg to draw the attention of the Lieutenant Governor to a scheme formulated by our late sub-divisional officer Mr. P. G. Melitus for improving it.—The Municipality is engaged in considering a project for improving the drainage and water-supply of Meherpore at a cost of Rs. 30,000, although the annual municipal income is only Rs. 2,816, and already the chairman has to issue 200 warrants quarterly for the realisation of taxes. The only result of forcing the new scheme on us would be to depopulate the municipal area.

386.

Ranaghat, Oct., 19.

Ranaghat is the most important sub-division of the Nuddea district, but the seat of Government being situated in an out-of-the-way place, it is very inconvenient to the residents of this sub-division to attend the district court at Krishnaghur. Moreover, notwithstanding the vigilant care of the district board, the roads become quite impassable during the rainy season.—A rumour is afloat here that the extension of the E. B. Railway to Krishnaghur will be commenced in the coming winter season. If it be true, the people of Ranaghat, as well as of Krishnaghur, will be immensely benefited. Otherwise, it is desirable that this sub-division be attached to the 24-pergunnahs.—We learn that Government have been pleased to send, through the Commissioner, a copy of the new Municipal Bill to our chariman, in order

to have the opinion of the Ranaghat municipal commissioners regarding the measure. It has been settled that the Divisional Commissioners should submit their report, with the opinion of the municipalities under their jurisdician. to the Government of Bengal on or before the 1st of November next. But we are sorry to say that our chairman has not yet circulated the Bill amongst the municipal commissioners, and we learn that it is not in the municipal office, but has been taken away by him to his home in Calcutta. It would be indeed a matter of great regret if an important municipality like Ranaghat were unable to submit its opinion to the Divisional Commissioner within the time specified.

387.

Noakhali, Nov., 21.

An important case has been tried by the District Magistrate, Mr. N. K. Bose. The subordinate police officers of Begumgunge, *viz.*, the sub-inspector, the head constable, and the writer constables have been sentenced to three months' rigorous imprisonment, and a fine of Rs. 150, Rs. 75, and Rs. 40, respectively. The pay of the chowkidars was recently increased to Rs. 4 from Rs. 3, and the three men now punished extorted from each of the chowkidars Rs. 3 as a gratification. The District Superintendent of Police, a native gentleman of experience, who is in touch with the village community, hearing of this extortion, personally went to Begumgunge and inquired into the matter. The District Magistrate on receiving the report, went to the place, and tried the

case himself in the sadar station. The whole of the fine, when realized, will be paid to the chowkidars as compensation. I hear that the District Superintendent is inquiring whether similar extortion has been practised at other police stations.—Work on the Chittagong Chandpore line has commenced in good earnest.

388.

Andul, Nov., 28.

On Wednesday last the distribution of prizes to the successful students of the Khetter Kristo Jubilee Higher Class English School took place at the Andul Rajbati. Mr. G. A. Grierson, the Magistrate of Howrah, presided, and expressed himself as much pleased with Raja Khetter Kristo Mitter's liberality in maintaining a free Higher English School. The hall was crowded to suffocation.

389.

Amadpore, Nov., 27.

Daring robberies are being perpetrated at Amadpore, a large and populous village in the Burdwan district, police station thana Satgachia, railway station Maimari. This village boasts of being the birth-place of the late illustrious Babu Mohesh Chander Chowdry, the well-known leading pleader of the Calcutta High Court, whose memory was so much honoured by the Hon'ble Judges of her Majesty's highest tribunal in India and the general public of Bengal. In June last a daring robbery was perpetrated at the magnificent temple of the goddess

Anandamoyi Thakurani, distant 50 yards from the zemindar's kutcherry. This temple and goddess were established by the wife of Babu Mohesh Chander who predeceased him, and was endowed by her with valuable property for the *sheba* of the idol. Ornaments to the value of Rs. 300 or Rs. 400 were stolen from the person of the idol, and other valuable articles belonging to the *sheba* were also stolen. The outer lock of the temple was broken, and a most daring act of sacrilege was committed. The police came, and as usual nothing was found, and the matter was allowed to drop. Again, within six months of this daring act of robbery and sacrilege, on Thursday last the *boitakkhana* house of the zemindar was broken open, and a valuable clock and three silver *hookhas*, were stolen. Possibly this was done by the same gang who perpetrated the other robbery only a few months ago. The matter is under investigation by a police office from thana Satgachia; and as property and life will become very insecure in the village if daring robberies like these are perpetrated within the precincts of the zemindary kutcherry, and are allowed to go undetected, the able and popular Magistrate of Burdwan will, I hope, be graciously pleased to order a thorough enquiry into the whole matter, and if necessary, depute some able officer from the Burdwan police to investigate the case.

TO THE EDITOR OF THE "BENGALEE."

Allow me a little space in the corner of your largely circulated paper for the following lines so that they may

catch the eye of the officers who are at the helm of affairs.

Our part of the quarter of the town appears to receive passing notice at the hands of municipal overseers and chaprasis. Who think themselves to be lordly officers. The streets are full of dust and seldom watered, heaps of refuse matters lie like hillocks, spreading stench and contamination all around. It is hoped that the controlling authority must without delay set to work to remove the possibility of the outbreak of an epidemic.

(Citizen.)

CHAPTER X.

POSTAL CORRESPONDENCE.

390.

COMPLAINT AGAINST POST OFFICE.

Address——————,

Date—————.

TO THE POSTMASTER,

————*Post Office.*

SIR,

It is with regret that we bring to your notice the great inconvenience we are often put to by the irregularities practised by the officers of the above Post Office. Our letters sometimes miscarry and sometimes reach us too late. Packets are refused without sufficient reason, and errors made in charging a V. P. To corroborate our statements, we beg to send you proofs herewith. We hope such things will not recur in future, so that we may be saved the unpleasant necessity of drawing the attention of the Postmaster General to them.

Yours faithfully,

——————& Co.

391.

From

THE POSTMASTER,
SERAMPORE.

To

THE SECY. OF RAKHALDAS MEMORIAL FUND.

No. 2110. SERAMPORE,
Dated the 17th Oct., *1896.*

SIR,

With reference to Savings Bank account No. 7607, opened under the name of the Rakhaldass Memorial Fund, I beg to state that, before this account was opened, the Postmaster General's sanction should have been obtained, but my clerk through an oversight omitted to ask you for the usual letter showing the object and source of the Fund. I beg you will therefore kindly furnish me now with the necessary information per bearer.

I have the honour to be,
Sir,
Your most obedient Servant,
————POSTMASTER.

392.

REPLY.

TO THE POSTMASTER,
Serampore.
Dated 19th Oct., *1896.*

Sir,

In reply to your letter No. 2110 I have the honour to state that the object of the Rakhaldass

Memorial Fund is to preserve the memory of the late Babu Rakhaldas Banerji in a suitable manner. The source of the Fund is a voluntary contribution by his friends and admirers.

I have the honour to be,

Sir,

Your most obedient Servant.

HARI MOHAN GOSSAIN.

Secretary, Rakhaldass Memorial Fund.

393.

To

THE POSTMASTER,

Serampore.

SIR,

I regret to inform you that on the 10th inst. I sent you a report under cover, bearing two half-anna postage stamps, to the address of the Agents and Secretaries of the Universal Life Assurance Society, Calcutta, but have been informed by their letter dated 15th inst. that my report never reached them.

About 10 or 12 days ago I posted a packet to the address of the New Town Press, 10, Puddopukur Road, Bhawanipore, duly stamped, and was informed yesterday that my packet, which contained a Press Proof, had not been received at the Press. I bring these facts to your notice in the hope that you will institute a searching

inquiry, and restore confidence in the integrity of the post office, which I am bound to say is somewhat shaken.

394.

From

THE PERSONAL ASSISTANT TO THE POSTMASTER GENERAL, BENGAL.

To

————————.

Dated Calcutta,
No. 30800. *The 22nd Sept. 1896.*
P. Y. 4 N. 302.

SIR,

I am directed by the Postmaster General to acknowledge the receipt of your letter without date, and to request that you will be good enough to state the particulars of the missing cover in the enclosed query forms. On your returning the forms duly filled in, the necessary enquires will be made.

I have the honour to be,
SIR,
Your most obedient Servant,
Personal Assistant
to the Postmaster General, Bengal.

395.

FROM

THE PERSONAL ASSISTANT TO THE POSTMASTER GENERAL,
BENGAL.

To

————————.

No. 32436. *Dated Calcutta,*

P. Y. 4 N. 302. *The 1st Octr. 1896.*

SIR,

I am directed by the Postmaster General to acknowledge the receipt of your letter of the 24th September, 1896, and to say that the missing packets will, if recovered, be duly dealt with.

I have the honour to be,
SIR,
Your most obedient Servant,
Personal Assistant
to the Postmaster General, Bengal.

CHAPTER XI.

MISCELLANEOUS CORRESPONDENCE.

396.

THE BANGABASI COLLEGE,
Calcutta, 10th August 1896.

DEAR SIR,

I intend to stand at the next Election of Fellows by the Calcutta University, and therefore respectfully solicit the favour of your supporting my candidature. I beg to enclose herewith copies of letters from Dr. Mohendra Lal Sircar, C. I. E., and Mr. G. C. Bose, M. A., F. C. S., &c., Principal of the Bangabasi College, introducing me to you.

Yours truly,
SYAMADAS MUKERJEA, M.A.

397.

51, SANKARITOLA,
Calcutta, 9th August 1896.

I am very glad to learn that Babu Syamadas Mukerjea, M.A., wishes to stand at the next University Election. He is one of our most distinguished graduates. He was fully entitled to the Premchand Studentship at the examination of 1894, and by the merest accident lost it. He is worthy in all respects of being a Fellow of our University.

MAHENDRA LAL SIRCAR.

398.

THE BANGABASI COLLEGE,
Calcutta 6th August, 1896.

DEAR SIR,

Allow me to introduce to you Babu Syamadas Mukerjea, M. A., a candidate for a Fellowship at the next Election of Fellows by the Calcutta University. He is the senior Professor of Mathematics in the Bangabasi College, and has been serving in that capacity with marked ability for the last five years. It is, therefore, my privilege to introduce him to you as a person with a distinguished University career, unexceptionable character and pleasing manners,—one who keeps himself abreast of the educational needs of the country, who has made the education of our young men his vocation in life, and combines all the qualifications which are likely to make him a useful and not merely ornamental member of the University.

I have every hope that the highly qualified electoral body to whom the voting is confined, in exercising the powers vested in them, will duly weigh the merits of the candidates and will appreciate to the full the claim which Babu Syamadas Mukerjea has on their sympathies. He well deserves the distinction which he now seeks at their hands.

Yours truly,
G. C. BOSE.
Principal.

399.

1, Old Post Office Street.
Calcutta,————— 1895.

Dear Sir,

I beg to inform you that I intend to present myself as a candidate for a Fellowship in the Calcutta University at the next election, when two Fellows holding the qualifying degree in Arts will be returned, and, in the event of my candidature meeting with your approval, to solicit the favour of your countenance and support.

In thus asking for your vote I may be permitted to mention that I obtained the degree of Master of Arts in the year 1879, and that of Bachelor in Law in 1882, and that I have practised as an Attorney-at-Law since.

It may not be out of place for me to add that I am the author of an English translation of the Bhagavad Gita which has been favourably received in England and America, where it was published, and has gone into a Second Edition. Some Press Opinions are appended.

Yours truly,
Mohini Mohan Chatterji

400.

Opinions of the Press.

"The true and reverend spirit of the accomplished translator, Mr. Mohini Mohan Chatterji, is seen in every expression that falls from his pen. One feels in regard to his work in this admirable presentation of the Brahminical Scriptures that he does not destroy, but to

fulfil............The work is one that in this age of examination and analysis will be received with the deepest interest. The conjunction of profound scholarship and lofty spirituality in Mr. Mohini has peculiarly qualified him for this great work." *Traveller (Boston, Massachustles* U. S. A.)

"Here is a genuinely philosophical idea of the comparative study of religions......To the student with a taste for profoundly subtle speculation, and the habit of mental concentration to follow it, this book will be of exceeding interest.........its mere appearance and purpose mark a new era in the course of religious thought." *Times* (*Chicago*).

"The Bhagavad Gita in English is a publication that will excite curiosity and interest in these days of ethical and reigious inquiry.........there is a learned introduction by one who knows his subject thoroughly and writes in vigorous and eloquent English." (*Bulletin Philadelphia*).

401.

To the Registrar,

Calcutta University.

Place————————,

Date————————.

Sir,

Please forward me a voting paper for the next election of Fellows.

Yours faithfully,

————————

402

UNIVERSAL LIKE ASSURANCE SOCIETY

Calcutta Branch.

Calcutta, 15th September, 1896.

BABU——————,

——————

——————

DEAR SIR,

On the 9th instant we sent you a printed form "Friend's Report," to be filled up and returned to us in connection with a proposal for an assurance on the life of Babu Sarat Kumar Lahiri, and up to date we have not received it back from you. Kindly return the same at your earliest convenience.

We send you another form in case the one already sent you has miscarried.

Yours faithfully,

————, *Agents & Secretaries.*

———

ASKING TO INTRODUCE A BOOK.

TO THE HEAD MASTER,

Rivers Thompson School,

54, COLLEGE STREET,

Calcutta, 8th Nov. 1892.

DEAR SIR,

We beg to present you with a copy of "A Manual of English Composition" by Babu Gangadhar Banerji. This book is the ontcome of long experience and is in use in a great many English Schools. If it

meet with your approval, may we request the favour of your kindly introducing it into your school?

We remain,
DEAR SIR,
Yours faithfully,
S. K. LAHIRI & Co.

403.

DACCA,
10-2-97.

DEAR SIR,

I have to thank you heartily for the kind reception you have given to my book. I have just written to my publisher asking him to send you at once a copy of the latest edition of my Algebra Vol. I., and also a copy of my Algebra Vol. II. Kindly acknowledge receipt of the two books when you receive them, and give the last-named book to the boy for whom you want it.

Thanking you once more,

I remain,
Yours truly,
KALIPADA BOSE.

CONGRATULATING A FRIEND.

404.

Hooghly,
January 12, 1882.

MY DEAR NAREN,

The last Calcutta Gazette brings me the welcome news that you have passed the F. A. Examination

in the First Division. I congratulate you on your brilliant success, and hope that in future you may win yet brighter laurels. Could you not favour me with a visit one of these days since I am detained by business from coming to see you and tell you how glad I am Hoping you are enjoying good health.

Yours very sincerely,
HARI NARAIN CHATTERJI.

405.

TO A FATHER, ASKING FOR MONEY.

Calcutta,
July 14, 1890.

MY DEAR FATHER,

Kindly send me as soon as possible Rs. 20, to enable me to purchase a few books of reference which I urgently require. I am afraid that without these books I shall not be able to get on well in English. I am convinced that the more I depend upon myself, and the less upon the lectures delivered in the class room, the greater will be my progress. I hope you are quite well. With my love to you and mother.

Your most affectionate son
GOPAL CHANDRA RAY.

CHAPTER XII.

LITERARY CORRESPONDENCE.

Charlotte Bronte on the Death of her Sister.

406.

Address——————,

December, 12 1848.

My Dear———,

Emily suffers no more from pain or weakness now. She never will suffer more in this world. She is gone after a hard, short conflict. She died on Tuesday —the very day I wrote to you. I thought it very possible she might be with us still for weeks; and a few hours afterwards she was in eternity. Yesterday we put her poor, wasted, mortal frame quietly under the Church pavement. We are very calm at present: Why should we be otherwise? The anguish of seeing her suffer is over; the spectacle of the pains of death is gone by; the funeral day is past. She is now at peace. No need now to tremble for the hard frost and the keen wind. Emily does not feel them. She died in a time of promise. We saw her taken from life in its prime. But it is God's will, and the place she has been taken to is far better than the one she has left.

God has sustained me in a way that I marvel at, through such agony as I had not conceived. I now look at Anne, and wish she were well and strong; but she is neither;—nor is papa. Could you now come to us for a few days? I would not ask you to stay long. Write and

tell me if you could come next week, and by what train I would try to send a gig for you at Keighley. You will, I trust, find us tranquil. Try to come. I never so much needed the consolation of a friend's presence. Pleasure, of course, there would be none for you in the visit, except what your kind heart would teach you to find in doing good to others.

Yours truly,
C. BRONTE.

COWPER TO THE REV. JOHN NEWTON ON THE DEATH OF HIS CHILD.

407.

October 16, 1783.

MY DEAR FRIEND,

To have sent a child to heaven is a great honour and a great blessing, and your feelings on such an occasion may well be such as render you rather an object of congratulation than of condolence. And were it otherwise, yet, having yourself free access to all the sources of genuine consolation, I feel that it would be little better than impertinence in me to suggest any. An escape from a life of suffering to a life of happiness and glory, is such a deliverance as leaves no room for the sorrow of survivors, unless they sorrow for themselves. We cannot, indeed, lose what we love without regreting it; but a Christian is in possession of such alleviations of that regret as the world knows nothing of. Their beloveds, when they die, go they know not whither; and if they suppose them, as they generally do, in a state of happiness, they have yet but an indifferent prospect of

joining them in that state hereafter. But it is not so with you. You both know whither your beloved is gone, and you know that you shall follow her; and you know also that in the meantime she is incomparably happier than yourself. So far, therefore, as she is concerned, nothing has come to pass but what was most fervently to be wished.

408

COWPER TO THE REV. WALTER BAGOT ON THE DEATH OF HIS WIFE.

Olney, February 27, 1786.

Alas! alas! my dear, dear friend, may God himself comfort you! I will not be so absurd as to attempt it. By the close of your letter, it should seem that in this hour of great trial he withholds not his consolations from you. I know by experience that they are neither few nor small; and though I feel for you as I never felt for man before, yet do I sincerely rejoice in this, that whereas there is but one true Comforter in the universe, under affliction such as yours, you both know him, and know where to seek him. I thought you a man the most happily mated that I had ever seen, and had great pleasure in your felicity. Pardon me, if now I feel a wish that, short as my acquaintance with her was, I had never seen her. I should have mourned with you, but not as I do now. Mrs. Unwin sympathizes with you also most sincerely, and you neither are nor will be soon forgotten

in such prayers as we can make at Olney. I will not detain you longer now, my poor, afflicted friend, than to commit you to the tender mercy of God, and to bid you a sorrowful adieu!—Adieu? ever yours.

COWPER TO THE REV. WALTER BAGOT ON THE DEATH OF HIS BROTHER.

409

Weston, May 4, 1793.

MY DEAR FRIEND,

While your sorrow for our common loss was fresh in your mind, I would not write, lest a letter on so distressing a subject should be too painful both to you and me; and now that I seem to have reached a proper time for doing it, the multiplicity of my literary business will hardly afford me leisure. Both you and I have this comfort when deprived of those we love,—at our time of life we have every reason to believe that the deprivation cannot be long. Our sun is setting too; and when the hour of rest arrives we shall rejoin your brother, and many whom we have tenderly loved, our forerunners into a better country.

I will say no more on a theme which it will be better perhaps to treat with brevity; and because the introduction of any other might seem a transition too violent; I will only add that Mrs. Unwin and I are about as well as we at any time have been within the last year.—Truly yours.

410

Cowper to the Rev. William Unwin, on the Departure of a Friend.

July 27, 1785.

My Dear William,

You and your party left me in a frame of mind that indisposed me much to company. I comforted myself with the hope that I should spend a silent day in which I should find abundant leisure to indulge sensations which, though of the melancholy kind, I yet wished to nourish. But that proved vain. In less than an hour after your departure, Mr. Greatheed made his appearance at the Green-house door. We were obliged to ask him to dinner, and he dined with us. He is an agreeable, sensible, well-bred young man; but with all his recommendations, I felt that on that occasion I could have spared him. So much better are the absent, whom we love much, than the present whom we love a little. I have, however, made myself amends since, and nothing else having interfered have sent many a thought after you.

Adieu! May the blessing of God be upon you all! it is your mother's heart's wish and mine.—Yours ever.

411.

Cowper to the Rev. John Newton.

September 11, 1784.

My dear Friend,

Following your good example, I lay before me a sheet of my largest paper. It was this moment fair and unblemished, but I have begun to blot it, and having

begun, am not likely to cease till I have spoiled it. I have sent you many a sheet that, in my judgment of it, has been very unworthy of your acceptance; but my conscience was in some measure satisfied by reflecting, that if it were good for nothing, at the same time it cost you nothing, except the trouble of reading it. But the case is altered now. You must pay a solid price for frothy matter, and though I do not absolutely pick your pocket, yet you lose your money, and, as the saying is, are never the wiser,—a saying literally fulfilled to the reader of my epistles.

My Green-house is never so pleasant as when we are just upon the point of being turned out of it. The gentleness of the autumnal suns, and the calmness of this latter season, make it a much more agreeable retreat than we ever find it in summer; when, the winds being generally brisk, we cannot cool it by admitting a sufficient quantity of air, without being at the same time incommoded by it. But now I sit with all the windows and the door wide open, and am regaled with the scent of every flower in a garden as full of flowers as I have known how to make it. We keep no bees, but if I lived in a hive I should hardly hear more of their music. All the bees in the neighbourhood resort to a bed of mignionette opposite to the window, and pay me for the honey they get out of it by a hum which, though rather monotonous, is as agreeable to my ear as the whistling of my linnets. All the sounds that nature utters are delightful,—at least in this country. I should not, perhaps, find the roaring of lions in Africa, or of bears in Russia, very pleasing; but I know no beast in England whose voice I do not account musical, save and except always the braying of an ass. The notes of all

our birds and fowls please me, without one exception. I should not indeed, think of keeping a goose in a cage, that I might hang him up in the parlour for the sake of his melody; but a goose upon a common, or in a farm-yard, is no bad performer. And as to insects, if the black-beetle, and beetles indeed of all hues, will keep out of my way, I have no objection to any of the rest; on the contrary, in whatever key they sing, from the gnat's fine treble to the bass of the humble bee, I admire them all. Seriously, however, it strikes me as a very observable instance of providential kindness to man, that such an exact accord has been contrived between his ear and the sounds with which at least in a rural situation, it is almost every moment visited. All the world is sensible of the uncomfortable effect that certain sounds have upon the nerves, and consequently upon the spirits :—and if a sinful world had been filled with such as would have curdled the blood and have made the sense of hearing a perpetual inconvenience, I do not know but we should have had a right to complain. But now the fields, the woods, the gardens, have each their concert, and the ear of man is for ever regaled by creatures who seem only to please themselves. Even the ears that are deaf to the gospel are continually entertained, though without kowing it, by sounds for which they are solely indebted to its Author. There is somewhere in infinite space a world that does not roll within the precincts of mercy, and as it is reasonable, and even scriptural, to suppose that there is music in heaven, in those dismal regions perhaps the reverse of it is found in tones so dismal as to make woe itself more insupportable and to acuminate even despair. But my paper admonishes me in good time to draw the

reins, and to check the descent of my fancy into deeps with which she is but too familiar.—Our best love attends you both. Yours.

412.

COWPER TO JOSEPH HILL, ESQ.—THANKS FOR A BARREL OF OYSTERS.

December 4, 1784.

MY DEAR FRIEND,

You have my hearty thanks for a very good barrel of oysters; which necessary acknowledgment once made, I might perhaps show more kindness by cutting short an epistle, than by continuing one, in which you are not likely to find your account, either in the way of information or amusement. The season of the year, indeed, is not very friendly to such communications. A damp atmosphere and a sunless sky will have their effect upon the spirits: and when the spirits are checked, farewell to all hope of being good company, either by letter or otherwise. I envy those happy voyagers who, with so much ease, ascend to regions unsullied with a cloud, and date their epistles from an extramundane situation. No wonder if they outshine us who poke about in the dark below, in the vivacity of their sallies as much as they soar above us in their excursions. Not but that I should be very sorry to go to the clouds for wit; on the contrary, I am satisfied that I discover more by continuing where I am. Every man to his business. Their vocation is, to see fine prospects, and to make pithy observations

upon the world below; such as these, for instance:—that the earth, beheld from a height that one trembles to think of, has the appearance of a circular plain; that England is a very rich and cultivated country, in which every man's property is ascertained by the hedges that intersect the lands; and that London and Westminister, seen from the neighbourhood of the moon, make but an insignificant figure. I admit the utility of these remarks; but in the meantime, as I say, *chacun à son gout*; and mine is rather to creep than fly, and to carry with me if possible, an unbroken neck to the grave—I remain, as ever, yours affectionately.

413.

COWPER TO WILLIAM HAYLEY, ESQ., ON A FRIEND'S RECOVERY FROM ILLNESS.

Weston, June, 4, 1792.

All's well; which words I place as conspicuously as possible, [and prefix them to my letter, to save you the pain, my friend and brother, of a moment's anxious speculation. Poor Mary proceeds in her amendment still, and improves, I think, even at a swifter rate than when you left her. The stronger she grows the faster she gathers strength, which is perhaps the natural course of recovery. She walked so well this morning, that she told me at my first visit she had entirely forgot her illness; and she spoke so distinctly, and had so much of her usual countenance, that, had it been possible, she would have made me forget it too]

Returned from my walk, blown to tatters—found two dear things in the study, your letter, and my Mary! She is bravely well, and your beloved epistle does us both good. I found your kind pencil note in my song-book as soon as I came down on the morning of your departure; and Mary was vexed to the heart, that the Simpletons who watched her supposed her asleep, when she was not; for she learned soon after you were gone, that you would have peeped at her, had you known her to have been awake. I perhaps might have had a peep too and therefore was as vexed as she; but if it please God, we shall make ourselves large amends for all lost peeps by and by at Eartham.

414.

COWPER TO LADY HESKETH—THANKS FOR A GIFT.

Thursday Evening.

Oh that this letter had wings, that it might fly to tell you that my desk, the most elegant, the compactest, the most commodious desk in the world, and of all the desks that ever were or ever shall be, the desk that I love the most, is safe arrived! Nay, my dear, it was actually at Sherrington when the Waggoner's wife (for the man himself was not at home) croaked out her abominable *No!*—yet she examined the bill of lading, but either did it so carelessly, or, as poor Dick Madam used to say, with such an *ignorant eye*, that my name escaped her. My precious cousin, you have bestowed too much upon me. I have nothing to render you in return, but the affectionate feelings of a heart most truly

sensible of your kindness. How pleasant it is to write upon such a green bank! I am sorry that I have so nearly reached the end of my paper. I have now, however, only room to say that Mrs. Unwin is delighed with her box, and bids me to more than thank you for it. What can I do more at this distance but say that she loves you heartily, and that so do I! The pocket-book is also the completest that I ever saw, and the watch-chain the most brilliant.

Adieu for a little while. Now for Homer.—My dear, yours.

415.

To the Rev. John Newton.

Olney, November 30, 1783.

My Dear Friend,

I have neither long visits to pay nor to receive, nor ladies to spend hours in telling me that which might be told in five minutes, yet often find myself obliged to be an economist of time, and to make the most of a short opportunity. Let our station be as retired as it may, there is no want of playthings and avocations, nor much need to seek them, in this world of ours. Business, or what presents itself to us under that imposing character will find us out, even in the stillest retreat, and plead its importance, however trivial in reality, as a just demand upon our attention. It is wonderful how, by means of such real or seeming necessities, my time is stolen away. I have just time to observe that time is short, and, by the time I have made the observation, time is gone. I have

wondered in former days at the patience of the antedeluvian world, that they could endure a life almost millenary, with so little variety as seems to have fallen to their share. It is probable that they had much fewer employments than we. Their affairs lay in a narrower compass; their libraries were indifferently furnished; philosophical researches were carried on with much less industry and acuteness of penetration, and fiddles, perhaps, were not even invented. How then could seven or eight hundred years of life be supportable? I have asked this question formerly, and been at a loss to resolve it; but I think I can answer it now. I will suppose myself born a thousand years before Noah was born or thought of. I rise with the sun; I worship; I prepare my breakfast; I swallow a bucket of goat's milk, and a dozen good sizeble cakes, I fasten a new string to my bow, and my youngest boy, a lad of about thirty years of age, having played with my arrows till he has stripped off all the feathers, I find myself obliged to repair them. The morning is thus spent in preparing for the chase, and it is become necessary that I should dine. I dig up my roots; I wash them; I boil them; I find them not done enough, I boil them again; my wife is angry; we dispute; we settle this point; but in the meantime the fire goes out, and must bé kindled again. All this is very amusing, I hunt, I bring home the prey; with the skin of it I mend an old coat, or I make a new one. By this time the day is far spent; I feel myself fatigued, and retire to rest. Thus what with tilling the ground, and eating the fruit of it, hunting, and walking, and running, and mending old clothes, and sleeping and rising again, I can suppose

an inhabitant of the primeval world so much occupied as to sigh over the shortness of life, and to find, at the end of many centuries, that they had all slipped through his fingers, and were past away like a shadow. What wonder, then, that I, who live in a day of so much greater refinement, when there is so much more to be wanted, and wished, and to be enjoyed, should feel myself now and then pinched in point of opportunity, and at some loss for leisure to fill four sides of a sheet like this? Thus, however, it is, and if the ancient gentlemen to whom I have referred, and their complaints of the disproportion of time to the occasions they had for it, will not serve me as an excuse, I must even plead guilty, and confess that I am often in haste, when I have no good reason for being so.

This by way of introduction; now for my letter, Mr. Scott is desired by Mr. de Coetlogon to contribute to the *Theological Review*, of which I suppose that gentleman is a manager. He says he has ensured your assistance, and at the same time desires mine, either in prose or verse. He did well to apply to you, because you can afford him substantial help; but as for me, had he known me better, he would never have suspected me for a theologian, either in rhyme or otherwise.

Lord Darmouth's Mr. Wright spent near two hours with me this morning; a respectable old man, whom I always see with pleasure, both for his master's sake and for his own. I was glad to learn from him that his lordship has better health than he has enjoyed for some years. —Believe me, my dear friend, your affectionate W. C.

416

COWPER TO SAMUEL ROSE, ESQ.

The Lodge, June 8, 1790.

MY DEAR FRIEND,

Among the many who love and esteem you, is there none who rejoices more in your felicity than myself. Far from blaming, I commend you much for connecting yourself, young as you are, with a well-chosen companion for life. Entering on the state with uncontaminated morals, you have the best possible prospect of happiness, and will be secure against a thousand and ten thousand temptations, to which, at an early period of life, in such a Babylon as you must necessarily inhabit, you would otherwise have been exposed. I see it too in the light you do, as likely to be advantageous to you in your profession. Men of business have a better opinion of a candidate for employment who is married, because he has given bond to the world, as you observe, and to himself, for deligence, industry, and attention. It is altogether, therefore, a subject of much congratulation; and mine, to which I add Mrs. Unwin's, is very sincere. Samson at his marriage proposed a riddle to the Philistines. I am no Samson, neither are you a Philistine; yet expound to me the following, if you can:—

What are they which stand at a distance from each other and meet without ever moving?

Should you be so fortunate as to guess it, you may propose it to the company when you celebrate your nuptials; and if you can win thirty changes of raiment by it as Samson did by his, let me tell you they will be no contemptible acquisition to a young beginner.

You will not, I hope, forget your way to Weston in consequence of your marriage, where you and yours will be always welcome.

417.

SIR WALTER RALEIGH TO HIS WIFE.

Written the night before he expected to be beheaded at Winchester, 1603.

You shall not receive (my dear wife) my last words in these my last lines. My love I send you, that you may keep it when I am dead; and my counsel, that you may remember it when I am no more. I would not by my will present you with sorrows (dear Bess), let them go to the grave, and be buried with me in the dust; and seeing it is not the will of God that ever I shall see you more in this life, bear it patiently, and with a heart like thyself. First, I send you all the thanks my heart can conceive, or my words can express, for your many travail and cares taken for me; which, though they have not taken effect as you wished, yet my debt to you is not the less: but pay it I never shall in this world. Secondly, I beseech you, for the love you bear me living, do not hide yourself many days; but by your travail, seek to help your miserable fortune and the right of your poor child; thy mourning cannot avail me, I am but dust. Thirdly, you shall understand that my land was conveyed (*bona fide*) to my child; the writings were drawn at Midsummer these twelve months; my honest cousin Brett can testify so much, and Dalberie too can remember somewhat therein: and I trust my blood will quench their malice, that have thus cruelly murdered me; and

that they will not seek also to kill thee and mine with extreme poverty. To what friend to direct thee I know not, for all mine have left me in the true time of trial; and I plainly perceive that my death was determined from the first day. Most sorry I am (as God knows), that, being thus surprised by death, I can leave you no better estate: God is my witness. I meant you all my office of wines, or what I could have purchased by selling it: half my stuff, and all my jewels, but some one for the boy; but God hath prevented all my resolutions, even that great God that worketh all in all; but if you live free from want, care for no more, for the rest is but vanity; love God, and begin betimes to repose your trust in Him; therein shall you find true and lasting riches, and endless comfort. For the rest, when you have travailed and wearied your thoughts over all sorts of worldly cogitation, you shall but sit down by sorrow in the end. Teach your son also to serve and fear God whilst he is yet young, that the fear of God may grow up with him; and then will God be a husband unto you and a father unto him, a husband and a father which can never be taken from you. Bayley oweth me two hundred pounds, and Adrian Gilbert six hundred pounds. In Jersey, also, I have much money owing me; besides the arrearage of the wines will pay my debts; and howsoever you do, for my soul's sake, pay all poor men. When I am gone, no doubt you shall be sought for by many, for the world thinks that I was very rich: but take heed of the pretences of men and their affections, for they last not but in honest and worthy men; and no greater misery can befall you in this life than to become a prey, and after-

wards to be despised. I speak not this (God knows) to dissuade you from marriage, for it will be best for you, both in respect of this world and of God. As for me, I am no more yours, nor you mine, death has cut us asunder; and God hath divided me from the world, and you from me.

Remember your poor child for his father's sake, who chose you, and loved you in his happiest time. Get those letters (if it be possible) which I write to the Lords, wherein I sued for life. God is my witness, it was for you, and yours that I desired life; but it is true that I disdain myself for begging it; for know it (dear wife), that your son is the son of a true man, and one who in his own respect despiseth death, and all his misshapen and ugly forms. I cannot write much; God He knoweth how hardly I steal this time while others sleep; and it is also high time that I should separate my thoughts from the world. Beg my dead body, which living was denied thee, and either lay it at Sherborn (if the land continue), or in Exeter Church, by my father and mother; I can say no more; time and death call me away.

The everlasting God, infinite, powerful, and inscrutable; that Almighty God which is goodness itself, mercy itself, the true life and light, keep thee and thine, have mercy on me, and teach me to forgive my persecutors and false accusers, and send us to meet again in His glorious kingdom! My true wife, farewell! bless my poor boy; pray for me, and let my good God hold you both in His arms.

Written with the dying hand of sometime thy husband, but now (alas!) overthrown.

Yours that was, but now not my own,

WALTER RALEIGH.

APPENDIX I.

DIRECTIONS FOR ADDRESSING PERSONS OF RANK.

N.B.—A.=Address, *Sal.*=Salutation, *Sub.*=Subscription.

TO ROYAL FAMILY.

The King.

A.—To the King (Queen's) Most Excellent Majesty.

Sal.—Sir (Madam); Most Gracious Sovereign: May it please your Majesty.

Subs.—I remain (have the honour to remain) with the profoundest veneration (respect), Sir (Madam), your Majesty's most faithful subject and dutiful servant.

PRINCES OF THE BLOOD ROYAL.

A.—To His Royal Highness the Prince of Wales (To Her Royal Highness the Princess of Wales).

Sal.—Sir (Madam); May it please your Royal Highness

Subs.—I remain (have the honour to remain), Sir (Madam), with the greatest respect, your Royal Highness's most dutiful and most obedient servant.

PRINCESSES OF THE BLOOD.—The same as above with the word *Royal* omitted.

☞ **The sons, daughters, brothers, sisters, uncles and aunts of the sovereign are called Princes or Princesses of the Blood Royal; nephews, nieces, and cousins, Princes or Princesses of the Blood.**

TO THE NOBILITY.

A Duke (or Duchess)

A.—To His (Her) Grace the Duke (Duchess) of Devonshire.

Sal.—My Lord Duke ; (Madam) May it please your Grace : Your Grace.

Subs.—I have the honour to be, My Lord Duke, (Madam) your Grace's most obedient and humble servant.

A Marquis (or Marchioness)

A.—To the Most Noble the Marquis (Marchioness) of Ripon.

Sal.—My Lord (Madam)My Lord Marquis : Your Lordship's, (Ladyship's).

Subs.—I have the honour to be, My Lord Marquis, (Madam) your Lordship's (Ladyship's) most obedient and humble servant.

A Baron (or Baroness).

A.—To the Right Honourable the Lord Wensleydale (the Lady St. John).

Sal.—My Lord (Madam).

Subs.—I have the honour to be, My Lord, (Madam) your Lordship's (Your Ladyship's) most obedient and humble servant.

☞ Eldest son of Dukes, Marquises, and Earls are by courtesy styled Marquis, Earl, or Baron, respectively, and are addressed by their father's second title.

Wives of noblemen are addressed according to the rank of their husbands.

Younger sons of Dukes and Marquises, and wives of the said sons, have by courtesy the titles of Lord (or Lady), and Right Honourable. Daughters of Dukes, Marquises, and Earls are addressed thus : To the Right Honourable Lady ——— —, and the letter is begun and subscribed as to a Viscountess.

Widows of noblemen are addressed in the same style as their deceased husbands, the word Dowager being added ; as, To the most Noble the Dowager Duchess of Manchester.

Younger sons of Earls and all sons and daughters of Viscounts and Barons take the titles of Honourable and Esquire (not Esq., used by way of courtesy). The term for salutation to be applied to them is *Sir* ; and the subscription is *I have the honour*, &c. This applies also to the wives of such sons.

The title of Honourable if likewise conferred on such persons as have the king's Commission, and upon those Gentlemen who enjoy places of trust and honour.

The title of Right Honourable is given to no Commoners excepting those who are members of Her Majesty's most Honourable Privy Council, and the three Lord Mayors of London, York, and Dublin, and the Lord Provost of Edinburgh, during the time they are in office, to the Speaker of the House of Commons, and to the Lord Commissioners of the Treasury, Admiralty, &c. The Mayors of all other corporations are called Right Worshipful.

AN EARL (OR COUNTESS).

A.—To the Right Honourable the Earl of Leicester (Countess of Kimberley).

Sal.—My Lord (Madam) Your Lordship (Your Ladyship).

Subs.—I have the honour to be, My Lord (Madam), your Lordship's (your Ladyship's) most obedient and humble servant.

A VISCOUNT (OR VISCOUNTESS).

A.—To the Right Honourable Viscount (Viscountess) Stradbrooke.

Sal.—My Lord (Madam). Your Lordship's (your Ladyship's).

Subs.—I have the honour to be, My Lord (Madam), Your Lordship's (Your Ladyship's) most obedient and humble servant.

TO THE PARLIAMENT.

THE HOUSE OF LORDS.

A.—To the Right Honourable the Lords Spiritual and Temporal of the United Kingdom of Great Britain and Ireland in Parliament assembled.

Sal.—My Lord's; May it please your Lordship's.

Subs.—I have the honour to be, My Lords, your Lordship's most obedient and humble servant.

THE HOUSE OF COMMONS.

A.—To the Honourable the Knights, Citizens, and Burgesses of the United Kingdom of Great Britain and Ireland in Parliament assembled.

Sal.—Gentlemen; May it please your Honours; May it please your Honourable House.

Subs.—I have the honour to be, Gentlemen, your most obedient and humble servant.

TO THE CLERGY.

ARCHBISHOP.

A.—To His Grace the Lord Archbishop of Canterbury.

Sal.—My Lord Archbishop; Your Grace.

Subs.—I remain, with the profoundest respect, My Lord Archbishop, your Grace's most humble and devoted servant.

BISHOP.

A.—To the Right Rev. the Lord Bishop of Surrey.

Sal.—My Lord Bishop; Your Lordship; My Lord.

Subs.—I have the honour to be, My Lord Bishop, your Lordship's most devoted servant.

ARCHDEACON.

A.—To the Venerable the Archdeacon of Bombay.

Sal.—Reverend Sir; Mr. Archdeacon.

Subs.—I have the honour to be, Reverend Sir (or Mr. Archdeacon), your most obedient servant.

DEAN.

A.—To the very Reverend the Dean of Westminster.

Sal.—Reverend Sir ; Mr. Dean.

Subs.—I have the honour to be, Reverend Sir (or Mr. Dean), Your most obedient servant.

TO INDIAN OFFICIALS.

VICEROY.

A.—To His Excellency, (Here write the name and titles of the holder of the office), Viceroy and Governor-General of India.

Sal.—May it please your Excellency.

Subs.—I have the honour to be, My Lord, Your Excellency's most humble and obedient servant.

COMMANDER-IN-CHIEF.

A.—To His Excellency the Commander-in-Chief of India.

Sal.—Sir ; May it please your Excellency.

Subs.—I have the honour to be, Sir, Your Excellency's most obedient servant.

GOVERNOR.

A.—To His Excellency the Governor of Bombay.

Sal.—Sir, or My Lord (according to the rank of the holder of the office) ; May it please your Excellency.

Subs.—I have the honour to be, Sir, or My Lord, your most humble and obedient servant.

LIEUTENANT-GOVERNOR.

A.—To His Honour the Lieutenant-Governor of Bengal.

Sal.—Sir.

Subs.—I have the honour, &c.

A Judge of High Court.

A.—To the Hon'ble Justice Chandra Madhab Ghose.
Sal.—Sir.
Subs.—I have the honour to be, &c.

A Member of Imperial or Provincial Council.

A.—To the Hon'ble Dr. Rash Behari Ghose.
Sal.—Sir.
Subs.—I have the honour, &c.

Commissioner.

A.—To J. Beames, Esq., Commissioner, Burdwan Division.
Sal.—Sir.
Subs.—I have the honour to be, &c.

An Indian Raja.

A.—To His Highness the Maharaja of Kooch Behar.
Sal.—May it please your Highness.
Subs.—I have the honoar to remain, Sir, your Highness's most obedient and humble servant.

APPENDIX II.

EXPLANATIONS OF TECHNICAL TERMS.

Acceptance.—The writing of one's name on a bill with the word *Accepted.* It also means the bill itself when thus accepted.

Account Current.—A running account, or the statement of the mercantile transactions between two parties, drawn out in the form of debtor and creditor. The left, that is the Dr. side, is distinguished by the word *To*, and contains the amount due *to* the transmitter ; and the right, that is Cr. side, is distinguished by the word *By*, and contains those due *by* him. Also called *Floating account.*

Acquittance.—A receipt ; a written discharge from a debt or debts.

Actuary.—A person on the staff of an insurance office, who calculates the risks they incur, and so enables them to regulate their finances on a safe footing.

Ad valorem.—Levied according to value.

Advices.—Commercial intelligence or information.

Agio.—(pronounced 'ă-je-o). The difference between the values of the current notes and the standard money of any place, or the difference between two currencies, including also the broker's charges.

Allowance.—At abatement or deduction.

Annuity.—A sum receivable yearly for a term of years.

Assets.—Property or effects belonging to a merchant or a bankrupt, as the means of paying his debts, &c.—opposed to *Liabilities.*

Assign.—A person to whom property or an interest is transferred. In this sense, an executor is the assign of the testator, and an administrator of the intestate.

Assignee.—One who is appointed or deputed by another to do some act, or perform some business; as, an *assignee* of a bankrupt.

Assurance.—See *Insurance.*

Audit.—To examine and settle an account or accounts. The settling of accounts by examining records and hearing the parties concerned.

Auditor.—A person appointed to examine a particular account, and state or certify the result.

Balance.—That which is wanting to make the Dr. and the Cr. sides of an account even. It is therefore the difference between the amounts of the two sides.

Bill.—A formal statement of goods sold or delivered, services rendered, or work done, with the price or value annexed to each; as a butcher's *bill.*

Bill of Exchange.—A written order or request addressed by one person to another desiring him to pay at a specified time a sum of money to a third person, or to any other to whom that third person shall order it to be paid, or it may be payable to the bearer; also called a *draft.*

Bill of Lading.—A receipt, signed by the master of a vessel, acknowledging that certain goods have been shipped on board, and undertaking to carry and deliver them to the consignee, or his order, in as good a condition as when received. It is usual for the master to sign three copies of the bill. One of these he keeps in his own possession; one is retained by the transmitter of the goods, and the third is sent to the consignee.

Bill of sight.—A form of entry at the Custom House by which goods, respecting which the importer is not possessed of full information, may be provisionally landed for examination.

Bond.—A written obligation, under seal, to pay a sum or perform a contract.

Bonded goods.—Dutiable goods permitted to be warehoused on a bond being given for the payment of the Custom's dues at a later date, generally when the goods are resold.

Bonded warehouse.—A warehouse in which imported goods as above mentioned are kept by officers of the Customs.

Book-keeper.—The keeper of a book of accounts.

Book-keeping.—The art of recording, in a systematic manner, the transactions of merchants, traders, and other persons engaged in commercial pursuits ; the art of keeping accounts.

Note. Book-keeping is said to be by *single entry* when the record of every transaction is carried to the debit or the credit of only a single account ; and by a *double entry*, when the record is carried to the debit of one account and to the credit of another.

Broker.—One who negotiates any business on a consideration for another. The percentage paid to him for his service is called *brokerage*.

Capital.—The sum invested in any business.

Cargo.—The goods conveyed in a ship ; freight.

Cash.—Coin or specie ;—also applied to bank notes, drafts, bonds, or any paper which can easily be converted into money.

Cash account.—An account to which nothing but cash is carried and from which disbursements are deducted.

Cash balance.—Balance in cash.

Cash book.—A book in which accounts are kept of the receipts and disbursements of money.

Cashier.—One who is in charge of money. An officer who superintends the books, payments, and receipts of a bank or company.

Cash-keeper.—A man entrusted with the keeping of money.

Change.—See *Exchange.*

Check or Cheque.—An order for money on a bank payable to the bearer, or to a person's account with his own bank.

Cocket.—A Custom House Certificate, that goods have been duly entered and their duties paid.

Commission.—An allowance of a certain percentage given to an agent for transacting business for another.

Consignment.—Goods sent to an agent for sale on commission.

Consols.—A term used to denote a considerable portion of the public debt of Great Britain, more correctly known as the three per cent. *consolidated* annuities.

Contraband.—Applies to such goods as are prohibited by law from being imported or exported.

Countersign.—To sign what has already been signed by a superior ; to authenticate by an additional sign.

Credit.—(1) The selling of goods or the transfer of property on a promise, written or implied, of payment in future. (2) A reputation for pecuniary worth which entitles a person to be trusted. (3) That side of an account on which are entered all items reckoned as values received. (4) Any one, or the sum of these items.

Creditor.—One, to whom money is due ; opposed to *debtor*.

Customer.—One who is in the habit of purchasing a shop, factory, etc. ; an accustomed buyer.

Custom House.—A house where vessels and merchandise are entered, and duties upon goods collected.

Customs.—Duties imposed upon goods exported or imported.

Day-book.—A book in which tradesmen make entries of their daily business transactions in the order of their occurrence.

Days of grace.—A delay of three days allowed for the payment of bill or note after the specified time.

Debenture.—(1) A Custom House certificate, entitling the exporter of imported goods to a remission of the duties paid on their importation. (2) A bond given to an investor in a public company or a subscriber to a Government Loan, establishing his claim to repayment and interest.

Debit—That side of an account on which everything of the nature of a debt is entered : also that which is entered in an account as a debt ; money due. *v.* To enter on the debit side of a book.

☞In the modern system of book-keeping the *debit side* of an account is the left hand side.

Del credere.—The agreement by which an agent, in consideration of an additional commission, engages, when he sells goods on credit, to guarantee the solvency of the purchaser. The extra commission so granted is called *Del credere commission.*

Demi-official.— See Page 68. Contracted into D. O.

Demurrage.—(1) The delay of a vessel in a port loading or unloading, beyond the time specified. (2) Money payable to the owner of a ship for such detention.

☞The term is also applied in the case of land-carriage by wagons, railway, &c.

Diary.—A note book, kept by officers in which they have to write an account of their daily work.

Disbursement.—(1) The act of expending; (2) The sum of money paid.

Discount.—(1) An allowance or deduction, according the rate of interest, for money paid before it is due; (2) an allowance on a debt, not yet due, in consideration of immediate payment; (3) deduction from a customary price; (4) the sum deducted or refunded.

Dishonour.—To refuse acceptance or payment of a cheque, bill, note, or draft.

Dividend.—(1) A sum paid to creditors out of the assets of a bankrupt. (2) A sum paid to shareholders from the annual income of a bank or other firm.

Docket.—An abstract of a larger document, entered in a book kept for the purpose.

Draft.—A Bill of Exchange: a cheque.

Drawback.—A remission of duty on articles for exportation: any sum refunded.

Drawee.—One on whom a bill is drawn.

Drawer.—One who draws a bill or cheque.

Duplicate.—A document which is the same as another in every respect; a counterpart.

Duty.—Any money paid to government on goods; custom or toll.

Earnest.—Money given in advance to bind a contract or ratify a bargain;—also called *earnest money.*

Effects.—Personal or movable goods.

Enclosure.—That which is enclosed in an envelope or letter.

Endorse.—To write on the back of: to superscribe. See *Indorse.*

Endorsement.—See *Indorsement.*

Exchange.—A place where merchants meet for the transaction of business;—sometimes abridged into *Change*

the method of payment by orders or drafts between different Countries, or different parts of the same Country.

Excise.—An inland tax imposed upon various commodities.

Exports.—Goods sent to a foreign market for sale; opposed to *Imports.*

File.—To place upon a file. A paper is said to be filed when it is delivered to the proper officer, and by him received to be kept on a file, or otherwise preserved for future reference.

Firm.—An association of persons for carrying on a business.

Fixed deposit.—Money left in a bank for a *fixed* period of time, at a certain rate of interest, during which period it cannot be withdrawn.

Flat.—Denotes depression of prices or dullness of market.

Floating account.—A current or running account. In banking, an account or transaction opened with a bank by a deposit of money which may be withdrawn at any time, and on which no interest is paid. See *Account Current.*

Folio.—The left and right hand pages of an account book or ledger when the two are numbered by the same figure.

Freight.—(1) The cargo of a ship. (2) The load of wagons, &c. (3) The money charged for the transportation of goods; freightage.

Gross.—Taking in the whole; having no deduction or abatement; as, the *gross* income.

Gross weight.—The total weight of merchandise, with the bag, box, or other vessel containing it, from which are to be deducted tare and tret.

Honour.—To acknowledge a bill by paying it when due.

Honour, Debt of.—A debt for which no security is required or given except that implied by honourable dealing.

Hoondee.—An Indian draft or Bill of Exchange drawn by, or upon, a native banker.

House.—A firm or association for the purposes of business.

Hypothecate.—To pledge a ship or part of its freight or any kind of property, in order to raise money.

Import.—Anything brought from abroad; opposed to *Export.*

Indent.—To contract for or order goods or articles from abroad.

Inclosure.—See *Enclosure.*

Indenture.—A mutual agreement between two or more parties, whereof each party has usually a part;—usually indented, or cut unevenly, on the top or the side.

Indorse.—(1) To write one's name on the back of. (2) To assign or transfer by such writing. (3) To write one's name on the face of, as of a bill or note.

Indorsee.—The person in whose favour an indorsement is made.

Indorsement.—(1) Any writing on the back of a document. (2) That which is endorsed. (3) The act of writing one's name on or across a Bill of Exchange, promissory note, or cheque. (4) The act of writing his name by the payee, or holder of a bill, note, or cheque, on or across it, by which the property in it is assigned or transferred.

Indorsement in blank.—An indorsement in which the name of the indorser is simply written on the back of the note, leaving a blank over it for the insertion of the name of the indorsee, or of any subsequent holder.

In re.—In the matter of.

Instalment.—A part payment of a debt or any sum due by one person to another; hence, payment by instalments is payment by parts at different times.

Insurance—A contract by which, for a stipulated consideration, called premium, one party undertakes to indemnify the other against certain risks. It is distinguished from *Assurance*, which applies only to contracts in connection with human life, while *Insurance* is applied to contracts of all kinds.

Interest.—A sum of money given for the use of another sum of money.

☞ Interest is either *simple compound. Simple interest* is the interest upon the principal during the time of the loan; *Compound interest* is the interest not only upon the principal, but upon the interest also after it becomes due.

Inventory.—A catalogue of goods or movables.

Invoice.—A list of goods sent or shipped by a merchant or trader to his consignee, factor, or customer, containing the particular marks of each description of goods, the value, charges, and other particulars.

Journal.—A book in which daily records are made.

Keepwiths.—Notes, reminders, suggestions or demi-official letters are so called from the fact of their being *kept* or filed along *with* the official correspondence or records of any case;—abbreviated into K. W.

Keyage.—Money paid for the use of a key or wharf;—written also *Quayage.*

Lading.—Load, cargo, or freight.

Leakage.—An allowance in the customs made to the importer of liquors for the waste which they are supposed to sustain by leaking.

Lease.—A conveyance of lands or tenements, usually in consideration of rent, made for a term of years;—also the instrument for such conveyance.

Ledger.—The merchant's principal account book, in which are collected and arranged, each under its proper

account, the various matters contained in the journal and the day-book.

Letter of credit.—A letter requesting the person addressed to credit the bearer, or any other person named, with a certain sum of money.

Letter of License.—A writing by which creditors allow a debtor, who has failed in trade, longer time for the payment of his debts, and protect him from arrest in the meantime.

Letter of Marque.—A commission granted to a private person commanding a vessel to cruise and plunder the enemy's ships.

Liabilities.—The debts of any person, or of a body corporate.

Liquidation.—The winding up, voluntary or enforced, of a firm or corporate body.

Loan.—A sum of money lent, generally on interest.

Manifest.—An invoice or a list of the cargo of a ship, with the mark, number, or description of each article or package, to be exhibited at the custom-house.

Margin.—An opportunity for profit, arising from the differenee in the prices at which an article may be bought and sold.

Maturity.—The time when a Bill of Exchange or a promissory note becomes due.

Memorandum.—A note to help the memory. A short note in lieu of a formal letter.

Monopoly.—The sole right of buying, selling, or manufacturing any commodity.

Mortgage,—A conveyance of an estate or property to a creditor, for the security of debt, to become void on the payment of it.

Net.—The money which remains after the deduction of a charge or outlay ; as, "*Net* profits."

Note of hand.—A note on demand ; a promissory note.

Order.—A written direction or demand addressed to a person usually on behalf of another, as for the payment of money.

Original.—A document from which another is copied.

Outfit.—The act of fitting out or preparing for a voyage or expedition ; equipment. The means or money for an outfit.

Outfitter.—One who makes an outfit.

Output.—Quantity put out or made ready for sale ; as, "*output* of coal."

Outs.—Persons not holding office ;—opposed to *Ins.*

Outstanding.—Unpaid.

Per.—Full or face value, as of stocks.

Pass.—Permission to go or to come.

Payee.—A person to whom, or to whose order, a bill or note is made payable.

Permit.—A license granted to remove goods subject to customs or excise.

Policy.—A writing containing a contract of insurance.

Post.—To transfer into the ledger, as from the journal.

Power of Attorney.—A written instrument by which one person empowers another to act for him.

Précis.—A form of writing, giving an abstract of a letter or of a series of letters, or of a discourse. In a *précis* of a series of letters the order of time must be given.

Premium.—(1) Value above the face price or cost. (2) The money paid by the insured to the insurer for insurance.

Presents.—Letters or writings ; "Know all men by these *presents.*"

Presents worth.—Present value of a certain sum of money due some time hence. It is obtained by deducting the discount for that period from the sum of money due.

Primage.—A charge in addition to the freight.

Principal.—Capital laid out at interest.

Profit.—The amount of money obtained by the sale of commodities above the cost of purchase or production.

Promissory note.—A written promise to pay a person therein named absolutely and unconditionally a certain sum of money at a time specified.

Put up.—When employed by the head of an office to the Reference clerk, it means that the latter has to furnish other papers relating to a case under consideration. When employed by a clerk it means that the papers called for have been furnished.

Quayage.—See *Keyage.*

Quotations.—The prices of articles or goods stated in a Price List.

Receipt.—An acknowledgment in writing of having received a sum of money or value.

Remittance.—Money remitted.

Retail.—Sale by small quantities.

Salvage.—A compensation for saving a vessel or its cargo from wreck or loss.

Smuggling.—The act of secretly exporting or importing goods without paying the proper duties.

Specie.—Gold, silver, &c., coined and issued as money.

Stock.—(1) Invested capital. (2) Government debt. (3) A fund employed in some business, divided into shares, and owned by individuals who jointly form a corporation :—in this sense generally used in the plural. (4) A term used in Book-keeping to represent the person or persons whose accounts are recorded in the books.

Stock Exchange.—An association of brokers for effecting the purchase, sale, and transference of stock and shares ; also called the *stock market.*

Supercargo.—An officer in a merchant ship, appointed to superintend the commercial transactions of the voyage, to sell the merchandise, purchase returning cargoes, &c.

Takeed—A reminder.

Tare—An abatement made from the weight of a parcel of goods, on account of the weight of the cask, bag, &c., in which they are contained.

Tariff—A table of duties payable to the government on goods imported or exported.

Tender—An offer to supply or purchase goods or services on specified terms and conditions.

Tidesman.—A custom house officer whose duty it is to remain on board a merchant vessel until the cargo is delivered.

Tide-waiter—An officer who watches the landing of goods, to see that the duties are paid, and that no contraband trade is carried on.

Toll—A duty imposed on travellers and goods passing across bridges, over ferries, &c.

Tonnage.—(1) The number of tons which a vessel or wagon will carry. (2) Duty paid on goods by the ton.

Tret.—An allowance of four pounds for evey 104 pounds for the waste of goods from dust, &c.

Usance.—Time allowed for the payment of a bill of exchange.

Usury.—Illegal or excessive interest.

Vendor.—A seller.

Voucher—A receipt, being an evidence of payment.

Wear and Tear.—Diminution of value by use and any accidental injury.

Wharfage.—The fee paid for loading goods on a wharf.

Wholesale.—Sale of goods in large quantities to the retailers.

Wind-up.—Te stop business, in order to make a final settlement of all claims upon it.

APPENDIX III.

Abbreviations used in Correspondence.

	at
a. a. r.	against all risks.
A/c, acct.	account
A/C	account current.
advt.	advertisement.
ad. val.	*ad valorem*, according to value.
agt.	agent.
amt.	amount.
a/o	account of
A/S	account sales.
anon.	anonymous.
ans.	answer.
art.	article.
asst.	assistant.
Bart., Bt.	Baronet.
B/E	bill of exchange.
B/L	bill of lading.
bet.	between.
bk.	book ; bank.
br., bro., bros.	brother ; brothers.
b/s.	bill of sale.
Cantabs.	of Cambridge.
Capt.	Captain.
C. B.	Companion of the Bath.
cf. or cp.	refer or compare.
ch., chap.	chapter.
C. I. E.	Companion of the Indian Empire.
C. J.	Chief Justice.
Co.	company.
C. i. f.	cost, insurance, and freight included in prices quoted.
Contr.	contract.
C/O	care of.

C. O. D.	cash on delivery.
Coll.	college or collector.
Commn.	commission.
Cr.	credit ; creditor.
Cge. pd.	carriage paid.
C. S. I.	Companion of the Star of India.
ctge.	cartage.
cwt.	hundred weight.
cur., curt., currt.	current.
C. V. O.	Commander of the Royal Victorian Order.
c. w. o.	cash with order.
c/s	case.
dep., dept.	department.
dft.	draft.
dely.	delivery.
do.	ditto.
D/n	debit note.
doz.	dozen.
D/O	delivery order.
disc.	discount.
Dr.	debit or debtor.
Ed	Editor.
E. & O. E.	errors and omissions excepted.
etc.	*et cætera*, and others, or the rest.
esp.	especially.
Esq., Esqr.	Esquire.
e. g.	*exempli gratia*, for example.
enclo.	enclosure.
fig.	figure.
f. o. b.	free on board.
f. o. r.	free on rail.
ft.	foot.
G. C. I. E.	(Knight) Grand Commander of the Most Eminent Order of the Indian Empire.
G. C. M. G.	(Knight) Grand Cross of the Most Distinguished Order of St. Michael and St. George.

G. C. S. I.	(Knight) Grand Commander of the Most Exalted Order of the Star of India.
gen.	general.
govt.	government.
hf.	half.
H. H.	His (or Her) Highness ; His (or Her) Honor.
H. I. H.	His (or Her) Imperial Highness.
H. I. M.	His (or Her) Imperial Majesty.
H. M.	His (or Her) Majesty.
H. E.	His (or Her) Excellency.
H. M. S.	His (or Her) Majesty's Ship or Service.
Hon., Hon'ble.	Honourable.
h. p.	horse-power.
hrs.	hours.
I. C. S.	Indian Civil Service.
id.	*idem*, the same.
i. e.	*id est*, that is.
in.	inch.
inst.	instant, present month.
int.	interest.
ins.	insurance.
jr., junr.	junior.
K. C.	King's Counsel.
K. C. B.	Knight Commander of the Most Honourable Order of the Bath.
K. C. I. E.	Knight Commander of the Most Eminent Order of the Indian Empire.
K. C. M. G.	Knight Commander of the Most Distinguished Order of St. Michael and St. George.
K. C. S. I.	Knight Commander of the Most Exalted Order of the Star of India.
Kt.	Knight.
Ltd., Ld.	Limited.
lb.	pound.
Lieut., Lt.	Lieutenant.
Lond.	London.

med.	medium.
m/d	months after date.
md.	maund.
mdm.	madam.
mos.	months.
mr.	master or mister.
mrs.	mistress.
ms., mss.	manuscript—s.
max.	maximum.
m/s.	months after sight.
min.	minute ; minimum.
nem. con.	no one objecting.
nom. cap.	nominal capital.
N. B.	*nota bene* ; take notice
no.	number.
num., numb.	numbers.
N. & Q.	notes and querries.
n/	near.
O.	order.
O/a.	on account of
Offg.	officiating.
o/d.	on demand.
o/o.	order of
%	per cent.
Oxon.	Oxford.
o/s.	out of stock.
oz.	ounce.
p. c.	post card ; per cent
pcl.	parcel.
per pro.	per procuration.
pro. tem.	for the time being
pp.	pages.
pro.	for.
prox.	proximo.
P. O.	postal order.
p. m.	post meridian.
P. P.	parcel post.

P. S.	postscript.
P. T. O.	please turn over.
P. N.	promissory note.
P. & L.	profit and loss.
p. o. d.	pay on delivery.
prof.	professor.
q. v.	*quod vide*, which see.
qy.	querry.
qual.	quality.
re.	*in re*, in the matter of
recd.	received.
recpt.	receipt.
retd.	returned.
regd.	registered.
Rev., Revd.	Reverend.
R. M. S.	Royal Mail Service.
rt.	right.
ry.	railway.
R. S. V. P.	reply, if you please.
Rs.	rupees.
Sec.	secretary.
Senr., snr.	senior.
S. or sh.	shilling.
str.	steamer.
S.S. or s/s.	steamship.
S. N.	shipping note.
sq. ft.	square foot.
subs. cap.	subscribed capital.
Sect.	Section.
S.-O.	Sub-office.
St.	street ; saint.
sup.	superior.
t. l. o.	total loss only.
tgm.	telegram.
tr.	tare (weight).
ult.	ultimo, last.
viz.	namely.
wt.	weight.
yd.	yard.
yr.	year.

Opinions of the Press.

STATESMAN,
5th Nov., 1893.

H. M. G. has constructed a handy manual of correspondence for every-day use. The less originality there is in the ordinary run of letters, the sooner the business they are designed to transact is likely to be overtaken. This little volume ought to be of real service to those who are left to their own unaided gifts of composition, for it seems to cover the whole field. Few of the public are in constant correspondence with the Queen, the Royal Family, and the taller grades of the nobility. So it is well to know that to address her, "Madam" is the proper term, the Prince of Wales "Sir," a duke "my Lord Duke," a marquis "my Lord," and so on. More to the purpose, perhaps, is it to know how to apply for a situation ; and clerks, teachers, apprentices, cashiers, house-keepers, cooks, managers, medical officers, and all sorts and conditions of men and women, who advertise in the newspapers, are supplied with brief, succinct letters for imitation. Nothing comes amiss to the writer, however. Letters of sympathy, friendship, and love are also included ; but, for these he wisely goes to literary history, not because literature enshrines any deeper feeling than any other pursuit, but presumably because they are prettier. Bishop Burnet, Lord Jeffrey, Cowper, and Charlotte Bronte are each drawn upon for models.

INDIAN MIRROR,
16th August, 1893.

WE have to thank Messrs. S. K. Lahiri & Co., of this city for a copy of one of their latest publications, named "Everybody's Letter-Writer." This is a neat little volume containing samples of letters and correspondence on a variety of subjects, and intended for use by persons

of every rank and station in life, from the school-boy, office clerk, and Government officer, to the newspaper correspondent and memorialist to the House of Parliament. The volume forms also a reliable guide for persons making Wills or bequests, borrowing money, giving powers of Attorney, inviting ladies and gentlemen to social parties, granting testimonials to subordinates, and what is of paramount necessity in these hard times, applying for situations or even for apprenticeship in public offices. The subjects have been methodically arranged, and exhaustively dealt with. The directions given in the introductory chapters, are calculated to set would-be writers to rights as to many common mistakes which they are apt to commit. As the guide has been so prepared as to be advantageous to Europeans and Indians alike, it is likely to be popular among both the communities.

UNITY AND MINISTER.
2nd July, 1893

We have been presented with a copy of *Everybody's Letter-writer* by the publishers thereof, Messrs S K Lahiri & Co The treatise contains copious samples of Letters and Correspondence of persons of every rank and station of life—for every day use—and an excellent guide to Rajahs, Maharajahs, Zemindars, Municipal Commissioners, Members of Public Offices and of all professions, Lawyers, Merchants, Traders, Teachers, Deputy and Sub-Deputy Magistrates, Clerks, Students, &c The book contains useful general directions for writers of private letters and official correspondence In the two appendices are given valuable directions for addressing persons of rank and useful explanations of technical terms. It is nicely and neatly got up and we doubt not it will prove a valuable companion to men of business.

Printed and published by J. C. Ghose at the Cotton Press, 57 Harrison Road, Calcutta, for Messrs. S. K. Lahiri & Co.—1-7-19.—X.